



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	High School Student Assessment Specialist
CONTRACT YEAR:	196 days – Teacher Calendar
PAY GRADE:	Teacher Salary Schedule
BARGAINING UNIT:	BTU

MINIMUM QUALIFICATIONS

EDUCATION:	An earned bachelor's degree from an accredited institution. A valid Florida teacher certification in any subject area reflecting a bachelor's degree or higher.
EXPERIENCE:	Demonstrated skills and in-depth knowledge of student assessments, analysis and interpretation of data, training staff, technology-based assessment systems, and test security.

ADDITIONAL QUALIFICATIONS

PREFERRED:	Three (3) years of school-based high school experience. Bilingual skills.
REPORTS TO:	School Principal
SUPERVISES:	None
POSITION GOAL:	Oversees the administration of national, state, and district standardized assessments while maintaining a safe and secure testing environment. Analyzes results from national, state, and district summative, formative, and standardized assessments to support curricular activities for student achievement.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The High School Student Assessment Specialist shall:

1. develop, implement, and monitor assessment procedures and services for national, state, and local assessments to ensure school-based consistency, standardization, and implementation for all students.

2. oversee the secure storage and handling of standardized assessment materials.
3. represent the school as the liaison to the district's Student Assessment and Research Department.
4. assist with the district Information and Technology (I&T) department and school-based micro-technology specialist to conduct infrastructure tests, student practice sessions, and ensure testing labs meet the requirements of new testing software or updates prior to, during, and after national, state, and local assessments.
5. train school personnel in administering national, state, and local assessments and provide support to resolve questions arising prior, during, and after testing.
6. develop, implement, and maintain quality control and security procedures for all national, state, and local assessments.
7. provide expertise and support school learning communities and stakeholders in the areas of data management, analysis, and reporting strategies to facilitate student achievement.
8. maintain a school-based database to analyze assessment information that measures student performance.
9. analyze formative and summative assessment results to assist in identifying curricular strengths and weaknesses.
10. communicate and respond to school-based personnel and community members, information related to assessment programs; assessment calendars; registration procedures; schedules of meetings; district publications; and accessing assessment information and score reports.
11. follow all federal, state, and School Board laws and policies, while ensuring good safety procedures.
12. review and create reports on current developments, literature, and technical sources of information related to job responsibilities.
13. perform and promote all activities in compliance with equal employment and nondiscrimination policies of the School Board of Broward County, Florida.
14. participate in district and state training programs offered to increase an individual's skills and proficiency level related to the assignment.
15. perform other duties as assigned by management.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.