

Killeen Independent School District Job Description

Job Title: District Assessor
Reports To: Director for Assessment and Accountability
FLSA Status: Exempt

SUMMARY

Conducts student assessments throughout the district to assist with instructional and curricular goals to meet the needs of students on each campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Conducts Dyslexia, Gifted and Talented, and English Language Learner assessments according to state and district guidelines.

Adheres to testing protocols.

Prepares test materials, scores tests, and compiles results of assessments.

Notifies and presents assessment outcomes to appropriate campus and district staff.

Works closely with campus administrators concerning identification of students and serves as a resource person to campuses.

Schedules the administration of assessments.

Organizes data collected into a written evaluation report.

Maintains confidentiality and appropriate test security.

Stays knowledgeable and informed about best practices in assessment.

Participates in district-required trainings for district assessors.

Communicates and collaborates with campus staff to ensure needs of students are met.

Develops and maintains positive collegial relationships with campus and district staff.

Monitors appropriate use and care of equipment, materials, and facilities.

Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Uses acceptable communication skills to present information accurately and clearly.

Participates in the district's professional development program.

Strives to maintain and improve professional competence through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

Keeps informed of and complies with state, district, and school regulations and policies for assessments.

Compiles, maintains, and files all required reports, records, and other documents.

Attends staff, department, and committee meetings as required.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree.

CERTIFICATES, LICENSES, REGISTRATIONS

Texas teaching certificate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES

Must be organized, flexible, open minded and have the desire to learn. Must pay attention to detail and possess strong interpersonal skills. Ability to work with campus personnel in a variety of situations involving assessment. Possess basic knowledge of testing procedures and security guidelines.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.