

Killeen Independent School District Description of Duties

Job Title: District Assessor Technician
Reports To: Director for Assessment and Accountability
FLSA Status: Non-Exempt 187 days

SUMMARY

Conduct 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:

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

Adhere to testing protocols.

Prepare test materials, score tests, and compile results of assessments.

Effectively manage time.

Notify appropriate campus and district staff of assessment outcomes.

Schedule the administration of assessments.

Organize data collected into a written evaluation report.

Maintain confidentiality and appropriate test security.

Stay knowledgeable and informed about best practices in assessment.

Participate in district-required trainings for district assessors.

Communicate and collaborate with campus staff to insure needs of students are met.

Develop and maintain positive collegial relationships with campus and district staff.

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

Maintain regular, on-time attendance.

Present a positive role model that supports the mission of the school and the district.

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

Communicate, orally and written, and interact with students, parents, staff, and the community in a positive manner.

Maintain a professional relationship with all colleagues, students, parents, and community members.

Use acceptable communication skills to present information accurately and clearly.

Demonstrate behavior that is professional, ethical, and responsible.

Keep informed of and comply with state, district, and school regulations and policies for assessments.

Compile, maintain, and file all required reports, records, and other documents.

Attend staff, department, and committee meetings as required.

Maintain professional dress and grooming as outlined by district guidelines.

Maintain a positive attitude toward school and district when out in public.

Perform 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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree required. Bachelor's degree preferred.

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 The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and carry (15-44 pounds); occasionally lift and carry (45 pounds and more); may lift and move text books and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities.

Revised Date: June 24, 2021

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.