Killeen Independent School District
Job Description

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

SUMMARY
Coordinates, supports, implements, and evaluates district, state, and federal assessments. Performs data searches while maintaining data integrity and security. Provides training on state testing rules and regulations as well as state and district platforms and software. Assists district/school-based administration in the interpretation and use of assessment results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Serves as point of contact for elementary and secondary campus testing coordinators regarding state testing procedures and requirements.

Distributes and maintains inventory of test materials.

Manages databases used for student testing and updates demographic information.

Provides training and support, including logistics of state testing platforms, that improves the knowledge of campus testing coordinators with using Cambium and TestHound. Assigns learning modules in Cambium and TestHound as supplemental resources.

Collaborates in the development of district testing policies, and updates training materials to include presentations, visual models, and handouts to ensure valid administration, test security and scoring of state assessments.

Ensures adherence to state assessments rules and regulations.

Assists with the development of local assessment calendar to ensure state deadlines are met.

Coordinates and reviews required state testing documentation and scans into secure folder.

Conducts training workshops for testing coordinators on state assessments to include STAAR, STAAR Alternate 2, TELPAS, TELPAS Alternate, and Interim Assessments, providing strategies and clarification.

Assists in managing the receipt, storage, and return of secure and non-secure test materials.

Disseminate information to district personnel, parents, and the general public regarding testing procedures, requirements, and regulations.

Provides individualized support to campus test coordinators and staff via phone, email, campus visits or video conferencing to assist and support their testing needs in multiple platforms to include Cambium, TestHound, Eduphoria, eSchoolPlus, Success Ed, and EasyIEP.

Collaborates with Special Education, Bilingual/ESL, and Section 504 departments to align test accommodations, policies, and guidelines to ensure all special program platforms are synced.

Facilitates the retrieval of student results from universal screeners and assessments, and their subsequent upload to all relevant reporting platforms (eSchoolPLUS, Eduphoria, On Data Suite, TestHound, Success Ed).
Provides the technology support and troubleshooting for state assessments.

Assist with compiling, interpreting, and analyzing testing data for special reports to include TSIA2, TMSFA, and state/interim assessments.

Aids in the development and update of standard operating procedures for use by Assessment Department and campuses.

Attends professional developments and conferences keeping current with laws, policies, and compliances in the areas of state assessments.

Assists with managing, administering, viewing transcripts and counsels with parents for Credit-By-Exams.

Uploads new student login credentials to Eduphoria weekly.

Uploads exclusion files (from TestHound to eSchoolPLUS) and accommodations (from TestHound to Eduphoria) daily.

Assists with the registration of students for all state (STAAR, STAAR Alternate 2, TELPAS, TELPAS Alternate), TFAR, interim assessments, SAT and PSAT.

Assists in the retrieval of student data results (SDR) for out-of-district testers and its subsequent upload to all relevant reporting platforms.

Assists with the creation of user accounts and student roster uploads to Cambium.

Manages all assessment distribution lists.

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
Master’s degree preferred.
Five years experience in the public school system.

CERTIFICATES, LICENSES, REGISTRATIONS
Texas Teaching Certificate preferred, not required.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with principals, teachers, staff, parents, students, and general public.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES
Ability to use a variety of software applications, including word processing, spreadsheet, database, scanning, and statistical packages.

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: March 1, 2022

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.