ASSESSMENT ANALYST

Purpose Statement
The job of Assessment Analyst was established for the purpose/s of assisting in the coordination and implementation of the student testing program and related activities; analyzing and interpreting student testing data; providing information to others; and implementing and maintaining student testing and assessment services within established guidelines and standards.

This job reports to Teaching, Learning & Assessment Director

Essential Functions

- Assists District and outside representatives (e.g. Board members, administration, teachers, students, parents, outside agencies, etc.) for the purpose of ensuring that testing processes, student scores and statistical results are understood and utilized effectively.
- Assists in the desegregation of student testing and related data for the purpose of ensuring that student testing data is compiled, analyzed, presented and utilized in an accurate, effective and efficient manner.
- Collaborates with department staff, administrators, testing coordinators, teachers and principals for the purpose of ensuring that standardized testing process are planned and implemented in a manner that enhances student performance and is in compliance with all relevant regulations, guidelines and objectives.
- Facilitates the administration of standardized student testing for the purpose of ensuring that mandated student testing processes are maintained in a manner that is positive and effective for students and is in compliance with all relevant laws, guidelines and regulations.
- Maintains a variety of records and files in both manual and electronic formats for the purpose of documenting activities and ensuring compliance with established guidelines.
- Orders supplies, forms, etc. needed for student testing as needed and/or assigned for the purpose of ensuring the availability of needed supplies in an efficient and cost effective manner.
- Oversees the training of District employees in the appropriate dissemination, collection and storage of forms, supplies, results, etc. of District student testing processes for the purpose of ensuring compliance with established guidelines.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials in both manual and electronic formats (e.g. reports, memos, instructions, presentations, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches regulations, technologies and emerging trends in student testing and assessment for the purpose of providing additional information and/or recommendations, to address a variety of program related requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; using pertinent software applications; managing projects/programs; problem solving; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current testing and assessment processes, strategies and designs; testing models; statistical analysis; query and report writing; English grammar/punctuation/spelling/vocabulary; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the organization's services.

Working Environment
The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience with increasing levels of responsibility is required.

Education
Bachelors degree in job related area.

Required Testing
None Specified

Continuing Educ./Training
None Specified

Certificates & Licenses
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade

Printed: 2/13/2012
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