

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, Assessment and Accountability

#### QUALIFICATIONS

- Associate's Degree required.
- Proficiency in the use of computer applications, state and district testing platforms, and technical equipment as related to departmental functions.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of State of Florida and Federal accountability programs, related laws, and State School Board Rules related to student assessment and school/district accountability.
- Knowledge of computer applications and technological equipment, as related to specific job functions.
- Skill in organizing and distributing state assessment results.
- Skill in problem solving.
- Ability and willingness to learn new software programs to assist in the analysis of performance data.
- Ability to plan and prioritize.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with District and school personnel, as well as the public.

#### SUPERVISION

**REPORTS TO** Designated Assessment and Accountability Administrator  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

*To provide organizational and technical support to the Assessment and Accountability department.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Support assessment team with the logistics, coordination, and implementation related to state and District assessments.
2. \*Oversee warehouse operations, under the direction of Designated Administrator:
  - a. order, distribute, package, verify, and retrieval of secure and other test materials to and from schools.
  - b. coordinate the distribution of test score reports to schools and assist with test score manipulation into additional formats as needed.
  - c. monitor and record inventory of testing materials and maintain all in a secure manner.
3. \*Oversee electronic databases, files, reports, and records management.
4. \*Collect and compile results from District surveys.
5. \*Prepare and update documentation of various automated systems.
6. Perform other duties as assigned by the Designated Administrator.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment and Pallet Jack

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## PHYSICAL REQUIREMENTS

**Heavy Work** Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul, or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-C \$33,007 - \$58,617**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 10  
EEO-5 Line 44  
Function Vary  
Job Code 2064  
Job Code 206410  
Survey Code 77131

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

July 24, 2018

February 23, 2010

ADA Information Provided by Kelly Thompson  
Position Description Prepared by Kelly Thompson

### C-C2 \$25,075 - \$44,527

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470