

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ADMINISTRATOR, Assessment and Accountability

QUALIFICATIONS

- Bachelor's Degree required.
- One (1) to three (3) years of school, district, or state assessment supervisory/managerial experience in an organization of similar size and complexity preferred.
- Proficient in 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 assessment and accountability programs, related laws and State Board Rules related to student assessment and school/district accountability.
- Knowledge of national, state, and local assessment programs and their impact on students and instruction.
- Knowledge of computer applications and technology related to assessment, accountability, and instructional support.
- Knowledge of state test distribution, administration, and packaging procedures.
- Ability to develop and present assessment and data collection results to variety of stakeholders.
- Demonstrate positive interpersonal skills needed to establish and maintain cooperative and effective working relationships with others.
- Ability to plan, organize, prioritize, and schedule work to meet established time lines.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with district personnel and the public.
- Analyze situations accurately and adopt an effective course of action.
- Skill in problem solving and decision-making.

SUPERVISION

REPORTS TO SUPERVISES Director of Research and Accountability
Assigned Educational Support Personnel

POSITION GOAL

To provide administrative support, analysis, and reporting of results related to federal, state, and District assessment and accountability programs.

PERFORMANCE RESPONSIBILITIES

1. *Serve as a liaison with FDOE assessment and accountability personnel.
2. *Support the coordination and presentation of professional development activities related to national, state, and local assessment programs to include the development of a comprehensive education and support program for school test coordinators and test administrators.
3. *Collaborate with District and school staff to develop formative assessments and data collection processes.
4. *Develop and generate data mining and reports for use by District and school based personnel.
5. *Coordinate the distribution, packaging, verifying, and retrieval of secured test materials to and from schools.
6. *Create and maintain state and District related electronic databases, files, reports, and records beyond those supplied by FDOE/vendors.
7. *Effectively utilize technology to organize, analyze, and disseminate assessment results.
8. *Ensure assessment data is accurate prior to disseminating reports.
9. *Maintain the highest standards of professional ethics related to test security and test protocols.
10. *Investigate and report any breaches of sound testing practice or violations of test security.
11. *Provide technical assistance to schools as requested or required.
12. *Provide feedback to principals and executive directors related to school-based testing policies and procedures.
13. *Assist District and school-based personnel, as well as School Board members and the public, with interpreting national, state, and local assessment results.
14. *Coordinate the publication of an annual District testing schedule.

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- 15. *Serve as the liaison between Assessment and Accountability and Information Services.
 - 16. *Develop knowledge of and ability to apply School Board policies/procedures.
 - 17. *Assist in the coordination of all statewide assessments and related programs.
 - 18. *Communicate with FDOE and vendor representatives and the public as is appropriate under confidentiality rules.
 - 19. *Manage the distribution of standard test score reports to schools provided by FDOE.
 - 20. Perform other duties as assigned by the Director of Research and Accountability.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment and Pallet Jack

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

AO-10-F \$63,618 - \$97,588

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 02
EEO-5 Line 06
Function 7700
Job Code 1365 (12m)
Job Code 1366 (11m)
Survey Code 77109

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 24, 2018

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

AO-02-F \$54,500 - \$83,591

District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.50