

Approved: November 15, 2018

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
DATA & ASSESSMENT SPECIALIST

QUALIFICATIONS:

- Bachelor's degree required
- Minimum 3 years experience in data, assessment and statewide testing
- Superior verbal and written communication skills
- Demonstrated experience in working with teachers, students and parents

REPORTS TO:

Director of Academic Programs

RESPONSIBILITIES:

1. Responsible for the administration of all next-generation MCAS testing, as well as organizing additional standardized assessments in the District.
2. Order all state assessments; process and maintain security of all materials upon receipt.
3. Maintain tracking system for secure materials.
4. Monitor test day activity; report security breaches and violations to the Principal; serve as the contact to the Department of Elementary and Secondary Education, as delegated.
5. Responsible for communication of testing information to parents, students and other stakeholders.
6. Respond to questions and inquiries regarding testing and assist with troubleshooting.
7. Coordinate planning, meet with planning groups; coordinate staff training for test events; meet with student groups.
8. Compile test data that teachers can utilize to support instruction.
9. Prepare and conduct data transfers to and from EDWIN Analytics, test vendors and Student Information System. Generate school-wide specific data reports and charts using this data.
10. Prepare data mined from EDWIN Analytics and other test vendors for upload into the Student Information System.
11. Conduct regular data validation and cleaning within the Student Information System; query data to address specific information requests.
12. Process and coordinate the distribution of MCAS results to all stakeholders.

13. Maintain and support the maintenance of academic support files and records as required to support grant requirements and the needs of the Business Office.
14. Maintain annual assessment calendar and assist in planning logistics of testing and assessment needs.
15. Maintain lists of students and post-graduates who need to meet test requirements; prepare appeals for qualified candidates.
16. Maintain confidentiality of school records and follow district and state protocols for distributing data.
17. Develop Educational Proficiency Plans (EPP), updating student information as needed.
18. Assist in the creation of test preparation programs and communicate with stakeholders.
19. Assist in the management of the Student Information System.
20. Provide data to support the development of the Master Schedule; assist in inputting data for the Master Schedule.
21. Assume any other duties not inconsistent with the position, as assigned by the Principal or Director of Academic Programs.

TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a 210-day position.
2. The recommended salary range is \$60,000 - \$75,000.
3. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
4. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.