

# ALAMEDA UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Assessment- Teacher on Special Assignment

## **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Educational Services, assist with the implementation of the District's student assessment programs. Assist with the development, administration and analyses of District and State assessment programs. Provide staff development, technical assistance, and information about the District assessments and the database available to access data. Assist teachers in the development and use of assessments to effectively integrate the use data in their teaching practice. Develop internal support systems designed to increase the capacity of teachers in the area of assessment. Provide staff development, technical assistance, and information about resources to support assessment and data use. Create end-user resources and written documentation when necessary.

## **DUTIES AND RESPONSIBILITIES:**

- Assist in the planning, implementation, and use of assessments.
- Provide professional development to users on assessment tools and other assessment related software applications as needed.
- Create end-user resources and written documentation as needed.
- Work with site principals and staff and committees to use assessment data to guide instruction.
- Assist educators in accessing and evaluating assessment resources aligned with the state standards.
- Assists school staff in assessing training needs in coordination with Technology Services.
- Establish and maintain clear communication and cooperative working relationships with teachers, staff, and administrators through announcements, correspondence, publications, e-mail, telephone communication, and attendance at meetings.
- Develop a process of teacher input and feedback for the selection, implementation, and evaluation of assessments and assessment tools.
- Assist in the development of a comprehensive staff development plan for integration of assessments in the curriculum.
- Assist school sites use of assessment data in their School Site Plans.
- Coordinate regular meetings to provide ongoing support.

## **DUTIES AND RESPONSIBILITIES (continued):**

- Work with Assistant Superintendent to support teachers, principals and District staff to provide assistance for curricular and instructional improvement programs based upon student assessment data.
- Collect data and prepare reports related to the State and District assessment program as required by legal mandate, District policies or as determined to be of value by the Superintendent of Schools.
- Keep informed of developments and updates on district procedures related to areas identified under “Duties and Responsibilities”.
- Recommend and assist in development of new programs essential to the needs of students in the areas identified under “Duties and Responsibilities”.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Working knowledge of latest version of Microsoft Office Suite, Microsoft Windows, student achievement database (Measures), and maintain current working knowledge of subsequent versions of these software titles.

Analyze assessment data and communicate it effectively to various audiences.

Support the practical uses for technology integration that promotes use of data in teaching and learning.

K-12 Academic Content Standards for California Public Schools and experience in standards-based curriculum planning.

Theory and effective practices related to curriculum, instruction and staff development.

Good organizational and time management skills.

Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Work quickly and accurately with attention to detail.

Work well under pressure.

Communicate and interpret technical issues clearly and effectively to all users of educational software programs.

Communicate assessment procedures and requirements to users.

Communicate effectively both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Analyze situations accurately and take effective action.

Demonstrate experience in the use of assessment and technology in the classroom as well as in educational planning.

Develop and provide professional development workshops.

Work effectively with teachers and administrators.

Initiate, schedule and carry out a complex and diverse work plan.

**EDUCATION AND EXPERIENCE:**

Valid California Teaching Credential

Ten (10) years teaching experience preferred

Five (5) years of experience using educational assessments in a K-12 environment

Masters degree or coursework equivalent

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Constant interruptions

Valid California driver's license and personal car to travel to various sites

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person or on the telephone

Seeing to view computer monitors and read various documents

Lifting heavy objects ( 25 lbs )

Sitting for extended periods of time at a computer

**WORK YEAR/SALARY RANGE:**

185 day work year plus time agreed upon at per-diem rate up to 205 days

AEA Salary Schedule