



EDUCATIONAL MEASUREMENT AND ASSESSMENT SPECIALIST

GENERAL RESPONSIBILITIES

Under the direction of the Chief Academic Officer, the position is responsible for analyzing and reporting assessment data to various stakeholders. Position assists administrators and teachers in the interpretation of assessment results and implementation of the local assessment system in the school division including the development and analysis of assessments and test items.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Design survey instruments to collect data for Department of Teaching and Learning staff.
- Collaborate with staff members to develop assessments.
- Collect data through various means such as classroom observations, survey instruments, student assessments, and/or the division's database.
- Interpret the results of standardized and local assessments; develop reports, noting key findings, for stakeholders.
- Evaluate the validity and reliability of local assessments in the division using advanced statistical analyses; provide guidance on improving local assessments based on findings.
- Respond to requests for data or information from other offices or school personnel.
- Collaborate with assigned administrative staff to ensure efficient and productive processes for the completion of clerical tasks.
- Collaborate with school division administrators, instructional coordinators, building administrators, departments, and teachers to provide guidance in the interpretation and use of assessment data.
- Provide training in test development and interpretation of test results to various stakeholder groups such as central office staff, administrators, and teachers.
- Provide in-service training to teachers and administrators as requested.
- Conduct and develop literature reviews related to educational research, evaluation, and assessment at the direction of the Superintendent and/or the Chief Academic Officer for the department or as needed for projects.
- Review professional literature on educational research and report to appropriate staff members on findings related to topics of interest in the school division.
- Present assessment results in a report format to the School Board, Superintendent, and/or school division administrators as appropriate.
- Attend School Board meetings, school meetings, division committee meetings, etc., as assigned or requested.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of the principles, practices, and procedures of research and assessment development practices. Must have knowledge of measurement theories and experience with the design, validity, and reliability of instruments, and K-12 education issues. Must have the ability to communicate ideas clearly and concisely, orally and in written format. Must have the ability to establish and maintain effective relationships with staff and administration. Must be skilled in the areas of project management and report writing. Must be proficient in Microsoft Excel and IBM SPSS Statistics.

EDUCATION AND EXPERIENCE

Master's Degree required with a Doctorate Degree preferred. Must have three (3) years of successful experience as a psychometrician, research analyst, or test developer. Additional experience beyond university coursework requirements in research, qualitative and quantitative data collection and analysis, management and analysis of data sets, and test and survey development, required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA status: Exempt	Description: 2/17
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