Assessment Advisor

Close Date: 12/2/2022

Purpose and Scope

Delivers at a high level of competency in Assessment and Accountability regarding the activities pertaining to the management of a multifaceted testing program, including district, state, and federal assessments, working on unusually complex problems and providing solutions that are highly innovative and ingenious, achieving quality and work process improvement.

Essential Job Functions

1. Provides leadership and a high degree of ingenuity, creativity, resourcefulness, and competency in Assessment and Accountability regarding the activities pertaining to the management of a multifaceted testing program, including district, state, and federal assessments; and is viewed as expert within the field.

2. Works collaboratively with other professionals, and management to achieve a system-wide result. May lead a team in the effort.

3. Deals with unusually complex problems and provides solutions that are highly innovative and ingenious, achieving quality and work process improvements. Ensures that the workgroups goals and activities are in sync with and support the broader goals and objectives of the organization; and that the executions of responsibilities are in accordance to lawful and ethical standards.

4. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations; provides for appropriate research and compiles reports, as needed.

5. Supervises testing programs and ensures appropriate confidentiality of student test results and related information is maintained.

6. Consults with state department of education officials on federal and state testing requirements and results.

7. Plans for the transition to online assessments.

8. Performs other duties as assigned.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Measurement, Educational Research, Evaluation, Statistics or a related area plus an additional 5 years related experience, or equivalent, for a total education/experience of 9 years. Master's degree preferred.

Degree Equivalency Formula:

Bachelor’s Degree = 4 years plus required years of experience.
Master’s Degree= 2 years plus required years of experience. Where Master’s degrees are required, years for Bachelor’s Degrees must be included.

**Knowledge, Skills, and Abilities**

- Strong analytic and problem-solving skills, with the ability to swiftly and accurately understand complex data and perform analysis
- Skill in developing data-supported solutions and using fact-based logic; ability to translate complex analysis in easy-to-understand manner and present to a broad audience
- Expertise in tests and measurement, especially norm-referenced and criterion-referenced student assessments
- Strong written and verbal communication skills
- Outstanding leadership skills and ability to build high-performing teams through both recruitment and selection and professional development
- Ability to tackle the operational challenges of the merged school district in a complex, changing political and educational environment
- Ability to manage daily administrative tasks without losing sight of long-term goals and planning.

**Physical Requirements and Working Environment**

**Physical Demands:** Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment; must be able to use hands and fingers

**Unavoidable Hazards:** The position is exposed to no unusual environmental hazards.

**Sensory (ADA) Requirements:** The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

SCS is an Equal Opportunity Employer. SCS provides reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.