Job Requisition #47647 - SITE ASSESSMENT LEADER

Status: Open    Date Needed: 06/03/2021    Open Date: 06/04/2021    Total Days Open: 147
Confidential Requisition: No    Priority Requisition (HR Use Only): Yes

Description

Job Posting Template: SITE ASSESSMENT LEAD
Position Description: DENVER ONLINE HIGH SCHOOL
Northwest
Traditional 212 work days per year - NONE
FTE: 1.0
This is a one year only position for the 2021-22 school year
Salary Range: $20.26 - $24.17 per hour

Essential Functions and Objectives:

- Familiar with aspects of federal, state, and district tests
- Receive and distribute assessment materials including tests, teacher guides, and assessment results; collects tests and portfolios to send for scoring
- Communicate to appropriate staff definitions, timelines, etc. for completing assessment activities and compiling data
- Assist teachers, principals and counselors with questions, problems, and concerns regarding the assessment process
- Know the administration procedures of each test; establishes testing schedules; coordinates room locations for testing and identification of students to be tested
- Know specific procedures for handling testing materials
- Takes responsibility for checking in materials, monitoring and certifying accuracy of assessment materials sent to the school
- Collect, ensure and inventory assessment materials for accuracy prior to shipment and pickup
- Maintain and keep appropriate records and documentations of all inventory, process test orders
- Coordinate the administration of federal, state and required district assessments and surveys
- Assume an assessment leadership role at the school
- Serve as primary contact for the ARE Department
- Promotes appropriate and ethical assessment practices within the district
- Investigate, resolve and notify principal and testing center when irregularities occurs
- Demonstrate positive interpersonal relationships with administrators, staff, parents and community
- Represent the school at required in-services
- Meet regularly with the principal and teachers about assessment
- Keep records of staff attendance at assessment in-services
- Provide training for teachers about procedures for administering assessments, keeping test materials secure and preparing materials for return
- Communicate assessment and survey information with school and district staff
- Use all available sources of information in role as SAL
- Is punctual in the performance of duties
- Access and use the ARE website for updated information and distribute to staff as needed

Knowledge, Experience & Other Qualifications:

- Knowledge of DPS systems helpful
- Knowledge of Infinite Campus (Student Database)
- Knowledge of ARE website (assessment websites)
- Familiar with aspects of federal, state, and district tests
- Knowledge of the administration procedures of each test; establishes testing schedules; coordinates room locations for testing and identification of students to be tested
- Knowledge specific procedures for handling testing materials
- Strong organizational skills
- Able to work independently as well as part of a team
- Excellent organizational skills; this is the key aspect of the job during assessment times
- Strong skill level in using Excel, PowerPoint and Word software programs
- Bilingual preferred

**Education Requirements:**

- Associate’s degree
- Bachelor’s degree is preferred

**Additional Information**

- Work Year Calendars (including accrued time off): http://thecommons.dpsk12.org/Page/1129
- Benefits (including DPS contributions): http://thecommons.dpsk12.org/Page/1397
- Compensation Structures: http://thecommons.dpsk12.org/Page/244
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*