OFFICE OF SCHOOLS

Traditional 235 work days per year
FTE: 1.0
Salary Range: $67,106- $80,527

**Essential Functions and Objectives:**

Performs a variety of professional, technical, and administrative tasks in developing and administering high quality assessments and correlating resources. Interprets public school rules, laws, and policies regarding assessment. Trains school personnel in proper administration and creation of common assessments, analysis of data, and SLOs. Interprets changes to the District curriculum and Colorado standards, ensuring assessments, resources, and SLOs are aligned, and informs teachers and principals of the implications of these changes.

- Assumes a lead role in a particular content area.
- Develops assessment items to be used on District assessments and in the District item.
- Collaborates with other departments in the management, development, and analysis of District-supported assessments and SLOs.
- Utilizes the District's item banking system to modify and catalog items as needed.
- Provides support and training in the use of various assessments, including semester and course assessments, common formative assessments, and item bank developed interim assessments; assists teachers and administrators with tools and resources to aid instruction.
- Develops and provides training and staff development in the areas of assessment administration, ethical assessment practices, and the use of assessment information for instructional improvement.

- Assists the Research Team in the development or modification of assessment reports; conducts analyses of assessment results; and supports schools in interpreting assessment results, linking results to curriculum, instruction, and assessment.

- Works with district staff to provide support and professional development to District schools in the areas of assessment literacy, and the use of online systems to deliver assessments and assessment results electronically.

- Collaborates with Curriculum and Instruction personnel on various projects and reports; prepares and conducts presentations for various groups; and responds to administration and school requests for information.

**Knowledge, Experience & Other Qualifications:**

- Five (5) years of successful teaching experience.

- Three (3) plus years substantial knowledge of and experience working with Colorado Academic Standards and/or Common Core State Standards.

- Three (3) plus years experience in item development (constructed response, selected response and performance based tasks), assessment creation, rubric development, and item analysis.

- Valid Colorado Driver’s License, appropriate insurance coverage, and acceptable driving record for the past three years.

- The ability to take responsibility for one’s own performance.

- Ability to understand and interpret assessment data.

- Effective time management and organizational skills.
- Aptitude for variety and changing expectations and a fast-paced environment.
- Strong understanding of the fundamental assessment concepts (e.g., reliability, validity).
- Works collaboratively with others on a team.
- Effective communication skills, both written and verbal.
- Effectively handles multiple demands and competing deadlines.
- Ability to develop and present complex information to teachers, administrators, or other adults.
- Proficiency with Microsoft Office/Google products including Word, Excel, Outlook, Google Docs, Google Sheets, Google Slides.
- Bilingual (Spanish/English) preferred.

**Education Requirements:**

- High school diploma or equivalent (required).
- Bachelor’s Degree in Education or related field (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, 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](http://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.