OFFICE OF SCHOOLS

Traditional 235 work days per year
FTE: 1.0
Salary Range: $64,525 - $74,827

**Essential Functions and Objectives:**
Performs a variety of professional, technical, and administrative tasks in developing and administering high quality assessments and correlating resources, including Student Learning Objectives (SLOs). 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 (Elementary Literacy, Secondary Literacy, Mathematics, Science/Beyond the Common Core (BCC), Social Studies/BCC).
- Develops assessment items to be used on District assessments and in the District item bank and develops model SLOs and learning progressions for content area assigned.
- 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.
- Assists Research Team in the development or modification of assessment reports and conducts analyses of assessment results.
- Works with network staff to provide support and professional development to District schools in the areas of SLOs, assessment literacy, and the use of online systems to deliver assessments and assessment results electronically.
- Uses information from assessments to work with other departmental staff to identify strengths and specific areas of need, including technical assistance and consultation on assessment administration, interpretation, and ethical considerations.
- Monitors SLO submissions for content area assigned to determine the quality of SLOs.

**Knowledge, Experience & Other Qualifications:**

- Five (5) years minimum of successful teaching experience, Elementary Literacy preferred.
- Three (3) plus years of substantial knowledge and experience working with Colorado Academic Standards and/or Common Core State Standards.
- Two (2) plus years of 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.
- Strong understanding of the fundamental assessment concepts (e.g., reliability, validity).
- Experience and proficiency with Google Suite.
- Effective time management and organizational skills.
- Ability to understand and interpret assessment data.
- Ability to develop and present complex information to teachers, administrators, or other adults.
- Effectively handles multiple demands and competing deadlines.
- Works collaboratively with others on a team.
- The ability to take responsibility for one’s own performance.
- Aptitude for variety and changing expectations and fast-paced environment.
- Effective verbal and written communication skills.
- Bilingual (Spanish/English) preferred.

**Education Requirements:**
- Bachelor's Degree in Education.
- Master’s Degree in Education (preferred).

**Additional Information:**
- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](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.

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.