**GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE: FORMATIVE ASSESSMENT SPECIALIST**
**FORMATIVE ASSESSMENT DEPARTMENT**

**ACCOUNTABILITY AND RESEARCH DIVISION**

## GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of tasks to work on the district's methods and procedures for implementing a system-wide formative assessment program. Employee is responsible for interpreting public school rules, laws and policies regarding assessment procedures, developing and maintaining high quality instruments, administrating system-wide assessments, and using all information from the assessment to work with central office staff, regional formative assessment coaches, and school personnel to improve teaching and learning. Reports to the Executive Director of Formative Assessment Department.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### ESSENTIAL JOB FUNCTIONS

Writes and edits high quality system-wide formative assessment items.

Maintains and improves existing instruments.

Trains school personnel on assessment related business.

Administers the system-wide formative assessments.

Analyzes the assessment data from Scantron, Performance Series, and Achievement Series.

Effectively obtains all information from the assessments.

Reports assessment results to the district on a timely manner.

Based on assessment for learning theory and practice, works with central office staff, regional assessment coaches, and school personnel on using assessment information to improve teaching and learning.

Provides consultative and instructional support for educators.

### ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

## MINIMUM TRAINING AND EXPERIENCE

Minimum of a Bachelor's degree in the field of education and a minimum of five years of successful teaching experience. Must hold a valid North Carolina Teaching License.

## SPECIAL REQUIREMENTS

Must possess a valid North Carolina Driver's License.

## MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, overhead projectors, video cassette recorders, copiers, facsimile machines, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, etc. Requires the ability to prepare correspondence, reports, presentations, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Guilford County Schools Strategic Plan's Mission, Core Value, Vision, Goals and Implementation Strategies.

Knowledge of the North Carolina Standard Course of study in related content areas and the school district's methods and procedures for assessment.

Knowledge of assessment for learning theory and practice.

Ability to work with all available Scantron programs including Performance Series and Achievement Series.

Ability to conduct basic statistical analysis.

Ability to establish and maintain effective working relationships with professional educators as necessitated by work assignments.

Ability to formulate and express ideas on educational issues.

Ability to interpret public school laws, rules and policies.

Ability to effectively express ideas orally and in writing.

Ability to utilize time effectively and prioritize tasks.

Ability to effectively work as a member of a high functioning team.

Ability to make effective oral presentations before groups of people.

Ability to exercise considerable tact and courtesy in contact with the public.

## DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.