

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

ASSESSMENT SPECIALIST

Required Qualifications:

- AA from an accredited institution or 3 years' experience in a related field
- Advanced level technology skills including word processing and spreadsheets
- Experience in data collection, compiling data, and preparing reports

Desired Qualifications:

- Experience in working with district student information systems
- Experience in managing and completing multiple concurrent duties

Performance Responsibilities:

- Maintain user management for all third-party state platforms
- Maintain student assessment and progress monitoring records for state and district mandated testing software
- Conduct trainings for school-based Assessment teachers
- Coordinate with Communications Department to maintain website for Accountability and Assessment department
- Collaborate facilitate the coordination of test activities with the Technology and Information Services department
- Maintain close working relationships with school Assessment teachers to ensure the exchange, coordination of efforts, and general support for test administration
- Monitor the department's budget and communicate reports to Director
- Manage ordering of secure testing materials and facilitate delivery to warehouse and distribution to schools
- Collaborate with Academic Services to create and maintain the district assessment plan and maintain assessment calendar
- Compile and maintain assessment data required for state and federal reporting and collaborate with Technology of Information Services on submission of required data
- Collaborate with Coordinator of Student Data Quality and Reporting to complete all data correction processes
- Perform other duties as assigned by the Director of Research and Accountability

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Research and Accountability and/or designee

Evaluation:

Annual evaluation done by the Director of Research and Accountability and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code: