

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

08/18 Effective Date	<u>PROGRAM ASSISTANT, DATA, RESEARCH, AND ASSESSMENT</u> Job Title	1.8.1.22 Index
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### **Primary Function:**

Provides leadership for research, design, development and delivery of curriculum, instruction and assessment, district-wide. Works in collaboration with Coordinators and Program Assistants throughout the district to support teachers in the implementation of a balanced assessment system.

### **Supervised By:**

Supervisor of Data, Research and assessment and/or Director

### **Essential Functions:**

- E-1 Fulfills the requirements of the "Program Assistant, General" job description.
- E-2 Provides evaluation information services, assists in interpretation of test results, and provides other services as required in conjunction with evaluation of educational programs to Building Administrators and Teachers
- E-3 Uses systems to pull and analyze data regarding instructional programs, assessment systems and Tier 1 and Tier 2 curricular programs.
- E-4 Management of assessment system technology and software programs.
- E-5 Collects, organizes and analyzes assessment data for reporting. Applies appropriate statistical measures to ensure validity of data.
- E-6 Assists in developing conclusions and recommendations concerning the effectiveness of the programs and presents these recommendations to administrative leadership.
- E-7 Advises in the evaluation of the educational programs assigned to a coordinator, specialist, or program assistant.
- E-8 Training and support of staff in:
  - a. the development of assessments for learning.
  - b. the use of district assessment resources.
  - c. the development and interpretation of local school assessments.
  - d. the use of data to inform instruction.
  - e. assessment system technology and software programs.
- E-9 Researches assessment best practices and designs related professional development to meet identified staff needs.
- E-10 Knowledgeable and skilled at developing and delivering professional learning to a variety of stakeholders.
- E-11 Assists in the development of program assessment in designated curriculum areas to meet state minimum standards.
- E-12 Assists in monitoring the implementation of State and Federal requirements.
- E-13 Performs other duties as assigned.

### **Minimum Qualifications:**

- a. 5 years of verified successful teaching experience in the classroom or content area.
- b. Demonstrated skill in the use of technology. (ex. database and spreadsheet programs)

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### **Preferred Qualifications:**

- a. Coursework in statistics and analysis of data.
- b. Knowledge of balanced assessment systems.
- c. Knowledge of Tier 1 and Tier 2 data team processes in RTI and PBIS.
- d. Knowledge of Multi-Tiered Systems of Support (MTSS).
- e. Knowledge of the development of assessments for learning, including standards-based rubrics, scoring guides, and classroom formative assessments.
- f. Experience designing and delivering professional learning to a variety of stakeholders.
- g. Knowledge of assessment system software. (ex. easyCBM, iReady, Pearson Realize!, iRead, Read180/Math180/System 44, National Geographic Science, etc.)

### **Work Environment**

Climate controlled office setting with exposure to moderate to high noise intensity levels. Some work on location at school and/or conference rooms.

### **Physical Requirements**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, and/or reaching.

### **Minimum Term of Employment:**

Dependent on the employee's status and the terms of the current licensed employee collective bargaining agreement.

### **Salary Level:**

Placement on the current Salem-Keizer Public Schools licensed employee salary schedule.

### **Evaluation:**

Performance of this position will be evaluated according to the District's process for evaluation of licensed personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_