AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST ASSESSMENT**			PAY GRADE:	**PRF 4**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**11/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Education or a related field from an accredited college or university is preferred. A valid Texas teaching certificate is preferred. K-12 core instruction (ELA, mathematics, science, social studies) experience and educational assessment experience is preferred. Five (5) years of successful classroom teaching experience is preferred.

SKILL REQUIREMENTS:

This position requires the ability to apply knowledge of testing requirements and state mandates related to testing. A complete understanding of state, local and federal laws and regulations related to testing is preferred. Incumbent must have the ability to coordinate projects of substantial size and to ensure quality control procedures are in place. Incumbent must have excellent computer skills and experience with data analysis and working with large data sets. Incumbent must be able to communicate effectively, which includes working effectively as a team with other Systemwide Testing staff on state-mandated issues and other tests. Incumbent should be able to organize and maintain records, manage time and resources effectively and efficiently. This position will require skills in planning and adaptive thinking. A working knowledge of Special Education and Bilingual law and curriculum is a must. This position must be able to generate and manipulate large data sets for multiple purpose

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for providing support and guidance to campus staff and central administration during testing periods. Incumbent serves as a coordinator for all state-mandated online tests and assists in analyzing and presenting data related to testing. Incumbent-will conduct training with District staff.

ESSENTIAL FUNCTIONS:

- Support campus staff in fulfilling responsibilities associated with various state and district-mandated online testing programs.
- Work with AISD technology staff to ensure smooth implementation and on-going support of all online testing.
- Manage test materials in a secure environment.
- Establish timelines to ensure testing program deadlines are met.
- Work with campus staff to ensure appropriate testing procedures are followed and test security is maintained.
- Hold training sessions for campus test coordinators and generate supporting documentation for training. Develop and present district-wide staff development related to assessment
- Generate accurate reports for District-mandated tests in a timely manner.
- Generate and manipulate large data sets for multiple purposes.

- Evaluate existing research and data sets for their applicability to existing projects.
- Interpret testing requirements for campus and District staff.
- Provide testing information to central administration to assist in planning and program improvement.
- Administer individual or group assessments as needed.
- Serve on district committees, providing information as required to district decision-makers.
- Respond to ad-hoc data requests as needed.
- Develop assessments in core subject areas for grades two through twelve using the district curriculum and assessment management system
- Collaborate with assessment specialists, district curriculum specialists, and teacher teams to analyze quality and rigor of assessment items
- Apply content knowledge and assessment experience to ensure accurate, valid, reliable assessments that are accessible to all students in the district
- Create and interpret statistical reports to analyze assessment results
- Follow a production schedule and organize tasks and activities to ensure that all deadlines are met, and high quality of assessments is maintained
- Use various technology applications including Microsoft Office Suite, Google Chrome, Adobe, and assessment and curriculum management system.
- Provide assessment leadership and support to K-12 teachers and administrators
- Coordinate and facilitate assessment meetings with Austin ISD curriculum specialists, campus instructional coaches, department chairs, and teacher teams
- Support teachers and campuses in implementation of the district assessment program
- Provide leadership in the coordination of special events and programs related to assessment
- Ensure compliance with federal, state, local, and Austin ISD policies, rules, and regulations
- Disseminate information on current trends and research in K-12 assessment
- Encourage teacher participation in workshops and conferences
- Maintain current knowledge of core curriculum standards, assessment best practices, technology, state testing programs, and district curriculum
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; Extensive walking may occur, occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Standard office setting

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent may occasionally be required to supervise part-time hourly staff as needed to ensure projects are completed in a timely manner. This position will have regular contact with administrators, campus staff, co-workers and other AISD employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	