



SPECIALIST ASSESSMENT & ACCOUNTABILITY

Rev. Jan 2026

Job No.: 5607

Reports to: Director of Learning Impact

Dept./Campus: Assessment & Accountability

FLSA Status: Non-Exempt

Pay Grade: 506

Term: 226 Days

PRIMARY PURPOSE

To organize and manage the routine work activities of an administrative department office; assist the District Testing Coordinator and District Assessment and Accountability team to meet assessment compliance criteria; assist in support of student database information.

MAJOR RESPONSIBILITIES AND DUTIES

- Maintain student database (imports and exports) of state assessments in current applicable programs (i.e. Eduphoria, eSchoolPLUS, Cambium, Testhound, etc.).
- Maintain tracking system for projects and training, dissemination and collection of materials related to state assessment.
- Prepare useful and visually appealing documents including charts and graphics from data.
- Manage inventory of testing materials (receive, distribute, and ensure security and confidentiality of testing materials) within the warehouse and within the third- party software system.
- Assist with the preparation of correspondence, forms, and reports for campus and district administrators.
- Assist with the compilation of pertinent data as needed when preparing various state and local reports.
- Maintain physical and digital departmental files, including annual archive.
- Answer incoming calls, take reliable messages, and address customer needs.
- Assist in validation of student assessment data.
- Prepare materials, scheduling and preparation space for training sessions and documentation of attendance.
- Assist with applicable training platforms and programs to ensure effective and efficient use of the software.
- Provide high-level support to campus testing coordinators and staff, treating every inquiry as an opportunity to solve problems and reduce administrative stress for educators.
- Work adaptably within the department to ensure materials are disseminated, training is executed, and reports are compiled accurately and on time.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative support work with payroll or accounting preferred.
- Experience working with Microsoft suite and Google products (Excel, Word, Power Point, Gmail, Google Meets/Chat) and working in an office environment.
- Ability to assist/manage multiple priorities and projects

Knowledge/Skills/Abilities:

- Maintain an extreme degree of confidentiality (FERPA/HIPAA) and represent the department with a composed, professional demeanor.
- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records.
- Skill in basic math; organization; interpersonal relations; and communicating pleasantly and effectively with students, parents, and staff members.
- Ability to use personal computer and software to develop spreadsheets; maintain and update databases; accomplish word processing tasks; prepare presentations; and access e-mail and Internet applications.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional moderate lifting and carrying (less than 30 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.