

ASSESSMENT RESOURCE TEACHER

PRIMARY FUNCTION:

Under the immediate supervision of the Director, Technology and Learning Resources, shall provide leadership and support in the implementation of state testing, district testing, professional development, data collection and data analysis as well as in the use of district data systems. Provides direct support to all district schools.

Professional Responsibilities

- Compile and analyze data as required; maintain accurate records.
- Maintain awareness and understanding of current educational trends and developments through professional literature, conference attendance, San Diego County Office of Education, District and site meetings, and professional development.
- Maintain personal standards of grooming compatible with the contract.
- Maintain standard of promptness and accuracy in carrying out assignments.
- Meet obligations as specified by the Education Code and Board Policy.
- Participate in District, Learning Support, and site staff meetings and Professional Learning Community work as needed
- Share responsibility for the effective implementation of state and district assessments.

ESSENTIAL FUNCTIONS:

Areas of Responsibility

- Coordinate district-wide implementation of California State Testing, PACE, Physical Fitness Testing, and provide support to associated private schools as needed.
- Assist with the design, coordination and evaluation of district benchmark assessments.
- Provide professional development and support for teachers and administrators in the preparation of assessments and generating reports using the district student data management system.
- Provide telephone, email, and face-to-face support to staff and administrators in the use of District software and web-based programs.
- Provide professional development and support to teachers in the completion of electronic student report cards, using district data systems.
- Compile student data reports from state assessments, district benchmark assessments, PACE, Physical Fitness Tests, and other tests within the district student data management system.
- Update the assessment pages on the district's instructional website.
- Collaborate with other Learning Support Resource Teachers to provide integrated professional development and support to teachers and administrators.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from supervisors or other professionals who have observed the teacher’s personal characteristics, scholastic attainment and classroom performance.

EXPERIENCE:

Three years of teaching experience.
Working knowledge of district supported classroom technology.
Working knowledge of district adopted curriculum
Experience with Professional Learning Communities

EDUCATION/CREDENTIALS:

California teaching credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:
Oral and written English communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:
Indoor and outdoor work environment.

Physical Abilities:
Bending at the waist, kneeling or crouching to assist staff and students.
Hearing and speaking to exchange information and make presentations.
Lifting books, materials and equipment to execute lessons and presentations.
Seeing to read, prepare and review a variety of activities and to monitor staff/student activities.
Sitting or standing for extended periods of time.
Walking extended lengths to move around work sites.

Hazards:
Potential exposure to communicable diseases and contact with blood and other body fluids.