



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Assessment and Evaluation Analyst – Office of Accountability
<i>Payroll/Personnel Type:</i>	12 month
<i>Reports to:</i>	Accountability Office

Position Summary:

Supports the Office of Accountability, in supervising the Assessment Center, meeting assessment deadlines, ordering/shipping/receiving, assessment training/support to schools and staffs, assessment management software support and training, manipulating data files, creating data analysis reports, survey development and deployment, evaluation observations and reporting and other duties as assigned.

Essential Functions:

- Demonstrated knowledge of testing procedures and test security issues involved with nationally normed and standardized assessments commonly used in Missouri School District, including the state mandated tests (MAP GLE, MAP EOC).
- Demonstrated knowledge of using NCS scanners and Survey Monkey Software Systems.
- Ability to train and support staffs in using assessment management tools that generate student assessment reports, and facilitate generation of formative/summative assessments.
- Generate reports directly from assessment, student and financial data base systems.
- Serve as a liaison to other district central offices in the acquisition and interpretation of data for school and central administration purposes.
- Accurate data entry and Standard English test editing.
- Ability to work with MS EXCEL to convert data, delimit data files, apply formulas, create charts, sorting, subtotals and formatting, etc.
- Facilitate the timely dissemination of user friendly performance, statistical and trend data to schools and central offices and external grantors.
- Work closely with other offices to ensure critical assessment, data and evaluation projects are prioritized and implemented at both the school and central level to facilitate school/district improvement.
- Facilitate other offices and staff members in the monitoring and intervention process including classroom visitations, observations and constructed response scoring.
- Provide school level support for using data to revise Title I Plans, District/School Improvement Plans, etc., as well as to provide support to external community and research organization requests.
- Knowledge and familiarity with quality data checks and data validation.
- Ability to support the department by helping to prepare, deliver and supervise workshops on data analysis, data use, assessment procedures and assessment software systems.
- High level of initiative and be able to make independent judgments and decisions about procedures to be followed and actions to be taken, given the basic goals and procedures of the office.
- Ability to handle with discretion and tact, sensitive and confidential material.
- Performs other duties as assigned.



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Experience:

Required:

- Professional experience using large scale data systems and statistical packages, including MS Excel, SPSS and/or SAS.
- Demonstrated ability to use assessment management software systems and Crystal Reports.
- Demonstrated ability to develop electronic surveys through Survey Monkey or similar system.
- Excellent verbal and written communication skills.
- Proficient I word processing and spreadsheet applications.

Preferred:

- Documented professional experience in using education-related technology systems including: large scale student information systems and budgeting/purchasing systems.
- Two or more years of assessment management experience.

Education:

- Bachelor's Degree in education, psychology, technology, or related field.

Knowledge, Skills, and Abilities:

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- The demands of an extended workday (coverage of building activities and extra-curricular activities, etc.) require a high level of physical endurance.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- The demands of an extended workday (coverage of building activities and extra-curricular activities, etc.) require a high level of physical endurance.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources	_____ Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.