



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

Position Title:	Assessment and Evaluation Analyst –Assessment Office
Payroll/Personnel Type:	12 Month
Reports to:	Assessment Office

Position Summary:

Supports the Assessment Office, 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, interpreting instructional changes needed (acceleration/remediation strategies) based on data analysis, 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 Districts, including the state mandated tests (MAP GLE, MAP EOC)
- Demonstrated knowledge of instructional strategies needed based on data analysis
- Demonstrated ability of working with teachers and other staff regarding instructional interventions resulting in documented track record of student performance improvements
- Demonstrated knowledge of using Assessment Management 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 other data base systems
- Support district and school improvement efforts by completing statistical trend analyses, projects and other descriptive and inferential statistical analysis as needed
- 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 text 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
- 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
- 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



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Knowledge, Skills, and Abilities:

- Extensive knowledge and experience in MS EXCEL, data manipulation and analysis
- Knowledge and understanding of standardized testing, test security, testing procedures, proctoring and assessment management software

Experience:

- 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 the State data systems
- Excellent verbal and written communication skills
- Proficient in word processing and spreadsheet applications

Preferred:

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

Education:

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

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
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

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

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



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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.