



**Job Title:** Assessment Specialist

**Exemption Status/Test:**

**Reports to:** Director of RAAD

**Date Revised:** October 23, 2015

**Dept. /School:** Research, Assessment & Accountability

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**Primary Purpose:**

To assist in the routine work activities of a school district department office and provide clerical and administrative services to the Director of Research, Assessment & Accountability and other staff members to support the implementation of state and federal assessment programs, as well as locally selected assessments.

**Qualifications:**

**Education/Certification:**

High School Diploma or equivalent, from an approved educational institution  
Associates Degree, preferred  
CEOP Certification, preferred

**Experience:**

Three (3) years successful secretarial experience in public school  
Two (2) years successful secretarial experience in a central office position, preferred

**Special Knowledge/Skills:**

Good telephone and public relations skills  
Proficient in keyboarding, word processing, file maintenance, and other computer skills  
Working knowledge of basic office procedures and the operation of common office equipment/machines  
Strong written and oral communication skills, including grammar and spelling  
Ability to read, analyze, and interpret general business and technical assessment publications  
Ability to apply common sense understanding to carry out written, oral, or diagram instructions  
Ability to work with numbers in an accurate and rapid manner  
Strong organizational and interpersonal skills  
Strong ability to focus on details  
Ability to work well with a diverse population  
Working knowledge of Skyward, Excel, Word, and PowerPoint, preferred  
Bilingual (Spanish), preferred

**Major Responsibilities and Duties:**

1. Receive visitors and telephone calls; respond to general inquiries about functions of the department; screen those which can be handled with Director's help.
2. Utilize office technology (e.g., fax machine, copy machines, electronic staplers/hole punches, etc.) to complete tasks and maintain operational readiness of equipment.
3. Coordinate creation and updating of annual district testing calendar.
4. Maintain adequate assessment materials for efficient and effective implementation of various assessment programs, including locally-developed assessments (i.e., scantrons).
5. Maintain assessment records for various assessment programs including shipment information, testing oaths, score code reports, incident/irregularity reports, etc.

6. Assist with the development and revision of checklists and other resources to support the successful implementation of various assessment programs.
7. Maintain appropriate files and records associated with responsibilities.
8. Assist with the development of the department assessment budgets (i.e., materials and scoring) and maintain ledger records and other bookkeeping tasks as needed.
9. Prepare and maintain purchase orders, check requests, invoices, reimbursements, etc.
10. Provide support as needed with the efficient operation of the testing distribution room process and procedures.
11. Assist other department professional staff with successful implementation of various assessment programs.

#### **Professional Effectiveness:**

12. Maintains confidentiality and integrity of information handled within the office.
13. Articulate support for the mission, philosophy, strategic plan, goals/objectives, policies, and procedures of Garland ISD.
14. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy.
15. Use effective communication skills to present information accurately and clearly.
16. Complete work efficiently, accurately, and promptly.
17. Show initiative in assuming responsibility for routine office functions, duties, and responsibilities.
18. Relate to staff, students, and parents in ways that convey mutual respect, concern, and high expectations.
19. Demonstrate effective organization skills.
20. Demonstrate effective technology skills, including use of appropriate software and keyboarding skills.
21. Accept responsibility for the care and protection of district property.
22. Perform other duties as assigned.

#### **Personal Effectiveness**

23. Determine priorities and maintain office controls to ensure timely accomplishment of assigned tasks.
24. Demonstrate professionalism in dealing with students, parents, community members, and colleagues.
25. Exert a positive influence demonstrating a "can do" attitude and fostering a collaborative work environment.
26. Maintain a problem solving mindset, approaching problems with tact, directness, and integrity.
27. Maintain professional behaviors, including appearance, daily attendance, punctual arrival, and order work space.
28. Maintain mental alertness and physical ability to perform job functions.
29. Demonstrate interest in acquiring new skills and knowledge.
30. Pursue professional development through reading, attending conferences/training, and being involved with related associations and/or organizations.

#### **Mental Demands/Physical Demands/Environmental Factors**

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

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

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

**Environment:** Some late hours

**Mental Demands:** Work with frequent interruptions; coordinate multi-tasks; maintain emotional control under stress; maintain confidentiality as required by FERPA

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.