



**Job Title:** Assessment Support Manager

**Exemption Status/Test:** Exempt

**Reports to:** Director of Research, Assessment & Accountability

**Date Revised:** October 23, 2015

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

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**Primary Purpose:**

To provide support to teachers and campus/district administrators with the implementation of locally-developed class/campus/district assessments, including the use of web-based systems for scanning, scoring, and reporting student assessment results. To provide support to RAAD Coordinators with the technology-related aspects of state, federal, and locally selected assessment programs as needed.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in education from an approved educational institution  
Valid Texas teacher certificate

**Experience:**

Three (3) years successful teaching experience in public school  
Two (2) years successful experience in a teacher leadership position, preferred

**Special Knowledge/Skills:**

Working knowledge of curriculum and instruction  
Working knowledge of locally-developed assessments, state/federal assessments, and data organization  
Advanced awareness and use of web-based content management system (e.g., Schoolnet)  
Advanced computer and technology skills  
Ability to problem solve and troubleshoot technology tools  
Ability to explain complex steps/processes in easy to understand language  
Experience in conducting staff development and/or training  
Strong organizational, communication, leadership, and interpersonal skills  
Ability to work well with a diverse population

**Major Responsibilities and Duties:**

1. Ensure the availability of resources to support the locally-developed assessment program (e.g., unit assessments, semester assessments, etc.) according to established timelines.
2. Create training materials in a variety of formats for web-based content management system (e.g., Schoolnet) focusing on locally-developed assessment program reporting options.
3. Disseminate web-based content management support materials for locally-developed assessment reporting options via multiple means – e.g., email, website, webinars, face-to-face training, etc.
4. Collaborate with other campus/district staff to coordinate, design, and deliver locally-developed assessment reporting training and support.

5. Provide technical assistance to campus/district leadership to support locally-developed assessment result data disaggregation and analysis within web-based content management system.
6. Provide troubleshooting assistance for locally-developed assessments within the web-based content management system to campus and district staff.
7. Create training materials in a variety of formats for scanning utility to support locally-developed assessments and web-based content management system.
8. Disseminate scanning utility support materials via multiple means – e.g., email, website, webinars, face-to-face training, etc.
9. Provide scanning utility and scanner hardware troubleshooting assistance to campus and district staff.
10. Validate system stability of web-based content management system, scanning utility, and online assessment systems.
11. Ensure assessment data integrity in web-based content management system, scanning utility, and online assessment systems.
12. Advise RAAD Director and other stakeholders of instability of web-based content management system, scanning utility, and online assessment systems.
13. Maintain processes for escalating troubleshooting support by vendors for web-based content management system, scanning utility, and online assessment systems.
14. Provide technical assistance to District Testing Coordinator and Local Assessment Coordinator to support use of online assessment resources/systems to support locally selected, state, and federal assessment programs.
15. Provide resources and materials to support campus/district staff in accomplishing student assessment goals, including use of quality tools, charts, surveys, quantitative/qualitative analysis, and research-based solutions for reports.

#### **Policy, Reports, and Law Responsibilities**

16. Compile, maintain, and file reports, records, and other documents required as necessary to support web-based content management system and online assessment systems.
17. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy.

#### **Additional Responsibilities**

18. Articulate the district's mission, instructional philosophy and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
19. Use effective communication skills to present information accurately and clearly.
20. Respond in an efficient and timely manner to directives, tasks, or projects assigned by the superintendent, deputy superintendent(s), assistant superintendent(s), or Director of Research, Assessment & Accountability.
21. Demonstrate awareness of district/community needs and initiate activities to meet those needs.
22. Relate to staff, students, and parents in ways that convey mutual respect, concern, and high expectations.
23. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
24. Pursue professional development through reading, attending conferences, and being involved with related agencies and organizations.
25. Perform other duties as assigned.

#### **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:** Frequent districtwide travel; routine statewide travel; 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.