

**School District of Santa Rosa County
Job Description**

Teacher on Special Assignment for Assessment Coordination

Reports to: Principal	FLSA Status: Exempt
Department: Blended Academy	Prepared by: Human Resources
Date: March 09, 2017	Job Code:

Principal Duties:

- Supports instructional staff and school site administrators in the administering of national, state, local, and district assessments.
- Interpreting test results and provide written interpretation and analysis for school and individual teacher use.
- Analyzing assessment data to assist school leaders in data-driven decision-making;
- Managing the implementation and certification of required state and district testing;
- Organizing, managing, and implementing all standardized testing within the building, including training of staff, maintaining accurate and complete records, coordinating distribution and collection of secure test materials, administering tests in accordance with the established test calendar, providing and completing all test documents by established deadlines;
- Certifying as to the ethical testing practice within the school building and providing training to staff on ethical testing, test security, and data reporting procedures
- May perform teacher responsibilities and duties;
- Acting as the school-based lead in the implementation of national, district, state, and school-based assessment programs.
- Performing other duties as assigned.

Supervision Received:

Principal of Blended Academy

Supervision Exercised:

N/A

Qualifications & Skills:

Master's degree or higher from an accredited institution.

Currently holds or eligible for Florida teaching certificate.

Minimum of 3 years classroom teaching experience.

TERMS OF EMPLOYMENT:

Approved compensation plan

Teacher position paid from the instructional salary scale

10 Month position

Physical Demands:

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. Activities occur inside and outside; subject to indoor and outdoor environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position