



Littleton Elementary School District Position Description

TITLE: Teacher on Assignment – Assessment Specialist

CLASSIFICATION: Exempt

REPORTS TO: Director of Curriculum/Director of Federal Programs

GENERAL STATEMENT OF RESPONSIBILITIES: To support the Director of Curriculum and the Director of Federal Programs in the assessment of students and monitoring of student assessment data.

PRINCIPLE DUTIES: (Essential Duties & Responsibilities)

- Serves as a member of campus and district committees
- Maintains appropriate confidentiality of information
- Maintains accurate records and supporting data, including teacher and student contact logs
- Inputs and maintains ELL student records in student management system and cumulative folders
- Plans and conducts required language acquisition assessment trainings for staff
- Maintains a high level of ethical behavior
- Perform other duties and responsibilities as assigned or requested

KNOWLEDGE AND SKILLS REQUIRED:

- State assessment system and reporting requirements
- Solving problems and resolving conflicts with students and adults
- Excellent written and oral communication skills to present information to staff
- Using computer and related software to prepare reports and documents related to assessment
- Training and staff development skills, ability to train adult learners
- Ability to analyze and interpret data and generate reports
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction.
- Evaluation, mentoring and training methods
- Arizona State Law and District policies and procedures
- Human growth and development

PHYSICAL REQUIREMENTS: Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

QUALIFICATIONS:

Valid Arizona certification and a minimum of five years of successful experience as a classroom teacher.

Proficient in the essential elements of instruction.

Knowledge and experience in leadership and staff development skills.

Knowledge and expertise in integration of curriculum and instruction.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REQUIRED LICENSE/CERTIFICATION: Arizona Teacher Certification;

MA Degree in the Field of Education preferred; Valid AZ Fingerprint Card