



JOB DESCRIPTION
Assessment Administrator

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: 130
DEPARTMENT: Data & Information Group	WORK DAYS: Annual
REPORTS TO: Director (Testing and Assessment)	FLSA STATUS: Exempt
CLASSIFICATION: Classified	DATE: 3/30/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Assessment Administrator is responsible for implementing and monitoring the national and statewide P-16 Assessment program at the school and system level. Facilitates professional learning of District and state assessment technology and platforms. Acts as a liaison between local school leaders and District-level leaders for ongoing professional development needs and support structures related to assessments.

MINIMUM REQUIREMENTS

EDUCATION:

- Master's degree in related field required.
- Specialist or Doctorate degree in related field preferred.

CERTIFICATION/LICENSE:

- N/A

WORK EXPERIENCE:

- 5 years of successful teaching experience required.
- 2 years in an instructional leadership or school-wide administrative role preferred.
- Experience as a school-level instructional or assessment coordinator and experience in high, middle, and elementary school levels preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to project and demonstrate positive attitudes.
- Ability to develop, coordinate, supervise, and manage K-12 national, state, and local standardized assessments.
- Ability to provide concise and accurate written and verbal communication.



- Ability to apply continuous improvement strategies to program functions.
- High degree of skill in organization and problem solving.
- Strong technology skills in the use of Microsoft Office Suite, assessment platforms, and databases that support assessment programs.
- Ability to be flexible and adapt as needed between in-person environments.

ESSENTIAL DUTIES

- Assists District personnel with assurance that the national and statewide P-16 Assessment program is implemented and monitored for compliance at the school and system level.
- Assists with development, implementation, evaluation, and continuous improvement of Student Learning Objectives (SLO) assessments supporting student growth.
- Facilitates professional learning of District and state assessment technology and platforms and acts as a liaison between local school leaders and District-level leaders with regard to ongoing professional development needs and support structures related to assessments.
- Utilizes current District priorities to use data to make educational decisions to increase student performance priorities through consistent progress monitoring.
- Works collaboratively with other departments to lead the District's effort to comply with state requirements related to assessments (including application of accommodations rules and policies).
- Communicates accurate information effectively with all internal and external audiences as needed to support the District's vision, mission, and goals.
- Utilizes and maintains relationships with current vendors to ensure information is consistent and up-to-date with District priorities related to assessments.
- Manages District assessment and student database platforms and provides regular updates to stakeholders.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.



Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.