



**Job Title: Assessment Specialist**

**Department:** Data Strategy and Analytics  
**Reports To:** Director of Educational Indicators  
**Grade:** CA-08  
**Number of Days:** 12 months  
**Security Access:** Enrollment Center  
**Current Date:** June 9, 2016  
**Overtime Status:** Non-Exempt

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**Position Summary:** Assist with all Assessment Department processes to include: student records, graduation/credit requirements, assessment, out of state test analysis and entry to student information system. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students. Organizes testing materials. Inventories all testing shipments to and from the Assessment Department.

**Minimum Qualifications:**

- High School diploma or equivalent.
- College credit or degree preferred

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Orders tests and other materials required for various tests given.
- Organizes and files assessments, RSA files, and other documents.
- Monitor and assist school sites in the accurate reporting of student and assessment data.
- Assists in the reporting of assessment data.
- Organizes and processes the delivery, receipt, distribution, return, packaging and shipping of multiple tests.
- Assists in Proficiency testing, as needed.
- Assists in creating documents and emails to communicate various aspects of assessment, surveys and other department projects and processes.
- Provide timely information and referral services to internal and external customers about student records and graduation assessment requirements.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of School Laws of Oklahoma and Tulsa Public Schools Board Policy
- Extensive knowledge of computer skills including but not limited to: Microsoft Office – PowerPoint, Excel, Outlook, PowerPoint, Publisher and Word; and District and State student information management systems.

- Extensive knowledge of Oklahoma ACE regulations for graduation requirements.
- Detailed understanding of Oklahoma RSA laws and record maintenance for 3rd grade retention/promotion.
- Ability to work cooperatively and collaboratively with both internal and external customers.
- Effective oral and written communication skills.
- Ability to balance multiple projects within a data driven accountability environment.
- Ability to translate Department and District goals into every day work activities.
- Ability to consistently implement District accountability policies and procedures.
- Ability to maintain confidential information.
- Demonstrate self-discipline and initiative.

**Supervisory Responsibility:**

- Limited

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Good

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