



Job Title: **Assessment Assistant**

Department: Accountability / Research

Reports to: Director of Assessment

Number of Days: 12 Months

Compensation: Hourly Grade 9

Overtime Status: Non-Exempt

Last Revised Date: June 13, 2007

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Assist Director of Assessment and Assistant to the Superintendent for Accountability/Research; general office duties; assist with state and district testing.

Minimum Qualifications:

Education:

- High school diploma required
- Some college preferred

Experience:

- 5 years' school office or secretarial

Specific Training/Skills:

- Pass Secretarial Assessment Test; demonstrated proficiency in Microsoft applications, Walker System, Student Management System; excellent communication and organizational skills, ability to make decisions and judgments without direct supervision, ability to work well under pressure and within tight deadlines; able to handle multiple and lengthy tasks; knowledge of school policies and operations; excellent customer service skills; maintain efficiently operating office.

Physical Requirements:

- Able to lift 25 pounds

Other:

- Ability to handle multiple and lengthy tasks, including completion and follow-up

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.

- General office duties: telephone, assist walk-ins, assist with office files, assist with processing request for information from various ESC offices as well as outside sources; generate district School Calendars (10%)
- Prepare State Class Size Audit (5%)
- Assist Director of Assessment and Assistant to the Superintendent for Accountability/Research (5%)
- Assist with district and state assessments (duties will include but are not limited to the following): receiving, distribution and processing of district and state test materials; training test coordinators; district assessment reports. Assessments: Benchmark; Gates-MacGinitie; State Writing; State Oklahoma Core Curriculum Test; Explore; Plan; State End of Instruction; Proficiency Based Promotion – as requested by principals (80%)
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Customer Contacts:

- *Internal:* ESC administrators, principals, school counselors and/or test coordinators
- *External:* Oklahoma State Department of Education, local government agencies, TCTA representatives, media, parents, students, general public

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.