



**Job Title:** Assessment Specialist

**Department:** Teaching and Learning Office

**Reports To:** Director of Data-Driven Instruction

**Grade:** CA-08

**Number of Days:** 12 months

**Security Access:** Enrollment Center

**Overtime Status:** Non-Exempt

**Last Revised Date:** June 9, 2016

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**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 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
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**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, 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 everyday work activities
- Ability to consistently implement District accountability policies and procedures
- Ability to maintain confidential information
- Demonstrate self-discipline and initiative

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from remote 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.*