

NEWPORT NEWS  PUBLIC SCHOOLS
Job Description

Job Title: Local Assessment Specialist

Supervisor: Director of Testing,
Assessment and Accountability

Job Classification: Exempt

Pay Grade: 37

Contract Length: 245

Job Summary

Position is responsible for providing leadership, guidance, and technical expertise in the implementation, monitoring, and administration of the division-wide local assessment program. The position supports district level and school-based testing personnel through training, communication, and operational oversight to ensure compliance with local testing regulations and procedures. This position will also have an integral role in the maintenance of the district's testing platform and in the collection, analysis, and distribution of instructional data.

Essential Duties and Responsibilities

1. Assists in the administration and oversight of the division-wide assessment program, including management of the district assessment calendar and monitoring of local assessment quality and compliance.
2. Ensures compliance with all applicable testing security procedures.
3. Coordinates the development, preparation, administration, and monitoring of local assessments in collaboration with directors, content supervisors, instructional specialists, school test coordinators, administrators, and other instructional staff.
4. Supports the maintenance, enhancement, and effective use of local assessment platforms and related systems by collaborating with Student Information System (SIS) staff, vendors, and stakeholders to resolve technical issues and ensure data accuracy and system functionality.
5. Collaborates with content supervisors, instructional specialists, administrators, school leadership teams, and teachers to analyze local assessment data and support instructional planning focused on areas of strength and improvement.
6. Prepares, compiles, maintains, and distributes reports related to district programs and instructional data.
7. Serves as a resource and liaison among district leaders, content supervisors, instructional specialist, school administrators, testing coordinators, instructional staff, Student Information System (SIS) personnel, and vendors to support assessment operations, communication, and continuous improvement.
8. Plans, organizes, and facilitates meetings, professional learning opportunities, and training sessions related to assessment implementation, procedures, policies, accommodations, and assessment enhancements.
9. Coordinates the ordering, distribution, inventory, security, collection, and return of testing materials in accordance with division guidelines and testing security requirements.
10. Communicates assessment information, updates, timelines, and procedural changes to stakeholders to support district's vision, mission, and goals.
11. Provides leadership in the development, implementation, revision, and maintenance of assessment manuals, guidance documents, procedures, and assessment resources.
12. Serves on committees and participates in district initiatives related to assessment, accountability, and continuous improvement as assigned.
13. Remains current on educational assessment research, trends, technologies, and participates in relevant training, webinars, and workshops.
14. Models nondiscriminatory practices in all activities.

15. Performs other duties as assigned by the Supervisor of Testing or designee.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor’s required, (Master’s degree preferred) from an accredited college or university. Must hold or be eligible to obtain a Virginia Teaching License, Virginia Postgraduate Professional License in administration and supervision preferred with a minimum of three years of successful classroom experience. Knowledge of technology to include, but is not limited to the use of Synergy, Excel, Internet, Microsoft Office Suite, Pearson, and other related applications; Ability to quickly analyze and solve user testing related problems; Must possess a demonstrated ability to consult with others in the development of local tests; analyze, interpret, and present student testing results. Must possess excellent organizational, analytical, supervisory, and communication skills. Must possess the ability to establish and maintain effective working relationships with students and staff, open to new ideas, demonstrate adaptability, and the flexibility to work through challenging issues.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Director of Testing, Assessments and Accountability

This job description in no way states or implies that these are the only duties to be performed by this employee. The Local Assessment Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Testing or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____