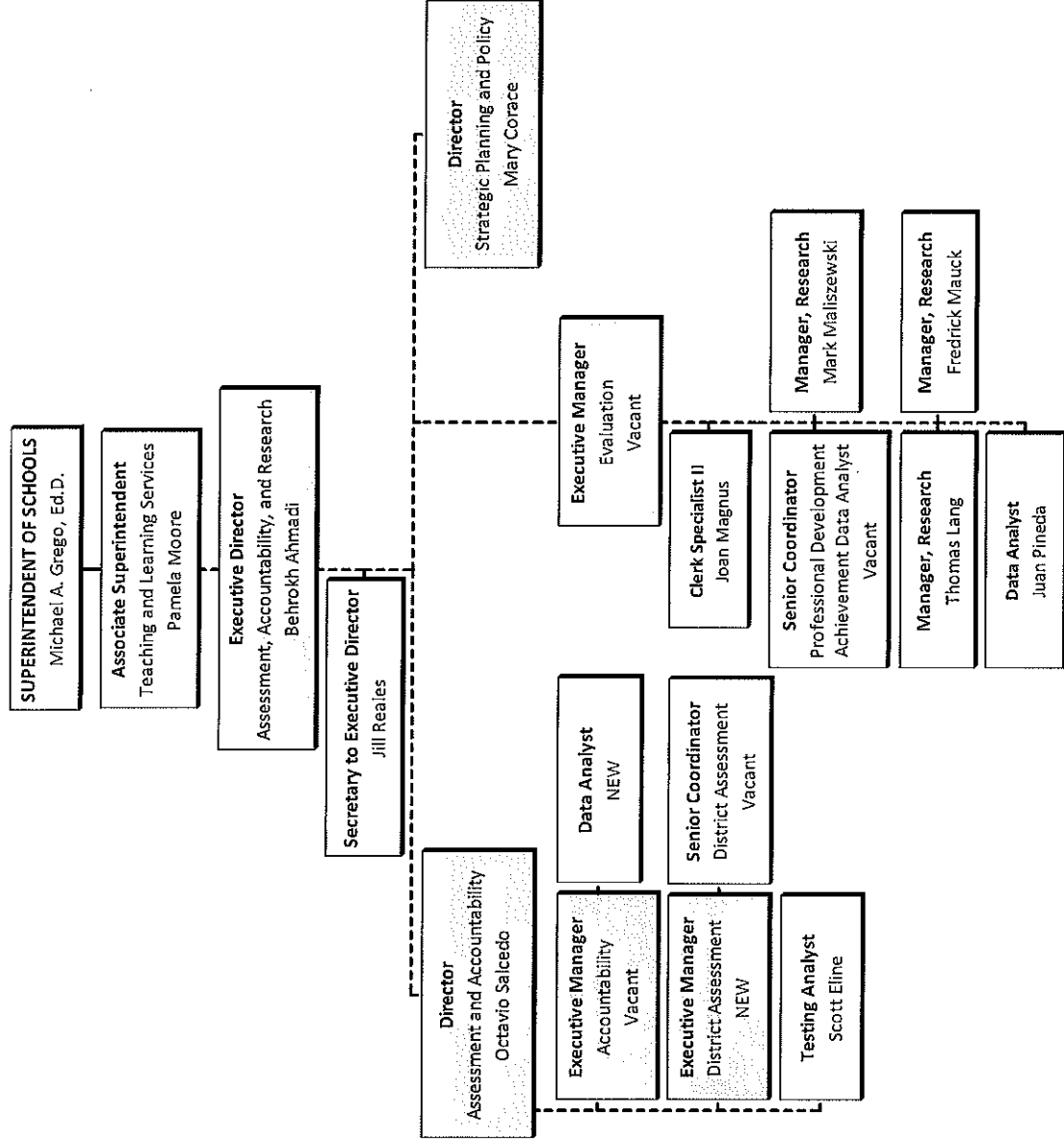


# Teaching and Learning Services



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: C09

FLSA: Exempt  
Administrative

**DIRECTOR, TESTING-ASSESSMENT AND ACCOUNTABILITY**

**REPORTS TO:**

Executive Director, Assessment, Accountability, and Research

**SUPERVISES:**

Executive Manager, District Assessment  
Executive Manager, Accountability  
Manager, District Assessment  
Data Analyst  
Testing Analyst  
Support Staff

**QUALIFICATIONS:**

A—Master's degree with specialization in educational measurement and scaling; and five (5) years of professional experience to include two (2) years of management or supervisory experience; and four (4) years of experience in educational testing and test development, to include knowledge of computer operations for statistical data analyses, test scoring, screening, and for reporting assessment results.

**PREFERRED:**

A—Doctorate degree, with specialization in educational measurement and scaling.

**MAJOR FUNCTION**

Manages the development, implementation, operation, and reporting to the School Board, district staff and administration, community, and media the results of the district's testing programs. Responsibilities include overseeing the County's standardized testing program, Federal- and State-related testing programs, SAT and ACT testing programs, and locally developed testing programs.

**ESSENTIAL RESPONSIBILITIES**

- Supervises the review, development, and revision of all procedures related to the administration of district and state assessments
- Works in collaboration with district staff and principals in developing and supervising the procedures for administering district and state assessments
- Supervises the ordering, administration, reporting, and use of all district and state assessments
- Plans and supervises training for teachers, test coordinators, district staff, and administrators on the requirements of the state and district assessment programs
- Assists in the preparation of the budgets for student assessments
- Monitors all schools during the administration of district and state assessments
- Coordinates the processing, distribution, reporting, and interpretation of assessment results including training for users of assessment data
- Supervises the design and implementation of assessment techniques and instruments that measure the achievement of district and program goals; and publishes results to facilitate improvement
- Ensures districtwide compliance with all state and federal accountability requirements
- Applies an advanced understanding of state laws, rules, policies, and procedures in the specialized area of state and district accountability processes and databases in order to organize, manage, monitor, and execute accountability data management and reporting

## DIRECTOR, TESTING-ASSESSMENT AND ACCOUNTABILITY

### **ESSENTIAL RESPONSIBILITIES (Continued)**

- Provides and supervises technical assistance, training, and support to district and school administrators in the implementation of state and federal accountability requirements
- Keeps informed of and complies with federal, state, and district regulations and policies
- Assists in the communication of information regarding district and state assessments and state and federal accountability programs to parents and community members
- Attends assessment and accountability meetings and conferences to keep abreast of the profession
- Supervises, trains, coordinates, and evaluates the Assessment and Accountability staff
- Communicates the results from assessments and accountability measures to school / district administrators, the community, and the media
- Consults and works closely with other administrative personnel on assessment and accountability-related issues
- Maintains close contact with the Florida Department of Education staff for clarification on objectives and policies
- ~~Coordinates the processing, distribution, reporting, and interpretation of test results, including in-service training for principals, counselors, teachers, and other users of test data~~
- ~~Coordinates the State Assessment program which includes testing in grades 3, 5, 8, 10, Adult High School, and in the Exceptional Education Program~~
- ~~Plans and prepares a budget for the testing section, within the Department of Research and Accountability~~
- ~~Advises principals, supervisors, counselors, and teachers on measurement and evaluation problems~~
- ~~Attends various testing conferences to keep abreast of the profession~~
- ~~Writes NCS scoring programs for all tests within the countywide testing program and for some special testing programs~~
- ~~Supervises, trains, coordinates, and evaluates the Testing-Section staff~~
- ~~Periodically coordinates a sample testing program for the purpose of assisting in the revising and updating of standardized tests~~
- ~~Develops and implements plans for district-wide testing activities~~
- ~~Reviews professional journals and other references pertaining to instructional programs and measurement instruments~~
- ~~Consults with project managers concerning the development of testing sections of project proposal~~
- ~~Coordinates the acquisition and management of external test development contractors~~
- ~~Assists program/project managers with the assessment of testing objectives~~
- ~~Communicates the findings from testing programs to interested/involved parties, such as the School Board administrative staff, the community, and the media~~
- ~~Communicates needs for data analyses to Data-Management-Staff~~
- ~~Supervises a staff of professional research and clerical support personnel; serves as mentor in the supervision of doctoral interns~~
- ~~Consults and works closely with other administrative personnel on assessment related issues~~
- ~~Manages and develops sampling designs, data collection methods, and computer programs; prepares statistical analysis, and written reports as required~~
- ~~Maintains close contact with State Department of Education staff for clarification on objectives~~
- ~~Performs other related duties, as required.~~

## **DIRECTOR, TESTING ASSESSMENT AND ACCOUNTABILITY**

### **TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### **HISTORY OF JOB CLASSIFICATION**

ISSUED: 1975; REVISED: 3/82; REVISED: 10/85; BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 5/89; MW; BOARD APPROVED: 6/14/89; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (D&R, PAY LEVEL): 1/99 PBL; BOARD APPROVED: 1/26/99; REVISED FORMAT, TITLE, MF, ER, ADA, 8/13, LM; BOARD APPROVED:

**DIRECTOR, TESTING ASSESSMENT AND ACCOUNTABILITY**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Testing Assessment and Accountability – ADM

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0320  
Pay Grade: C09

FLSA: Exempt  
Administrative

**DIRECTOR, STRATEGIC PLANNING AND POLICY**

**REPORTS TO:**

Executive Director, Assessment, Accountability and Research

**SUPERVISES:**

School Improvement Plan Coordinator  
Support Staff

**QUALIFICATIONS:**

Master's degree in Educational Planning, Measurement, Research, or a related field; and five (5) years of progressively responsible related experience to include three (3) years of experience in administration and educational planning, policy, research, and/or evaluation.

**PREFERRED:**

Doctorate degree in Educational Administration, Educational Measurement and Research, or a related field.

**MAJOR FUNCTION**

Administrative position responsible for managing the strategic and long-range planning processes of the district. Provides service for all matters of Board policy and administrative procedures to the School Board and community consistent with applicable laws and regulations.

**ESSENTIAL RESPONSIBILITIES**

- Coordinates development of the District's Strategic Plan and other district / department planning and related activities as assigned
- Monitors the status of district / department plans on a regular, systematic basis
- Disseminates information concerning the content of district plans and progress toward their achievement
- Provides technical assistance to schools, departments, and programs in analyzing current status, identifying directions and needs, and developing long-range plans
- Provides support to district and school administrators for an efficient and flowing implementation of School Improvement Plan requirements
- ~~• Monitors high school dropout data and produce monthly report by school~~
- ~~• Communicates with DOE regarding graduation and dropout data and prepares summary reports~~
- ~~• Acts as DOE contact for No Child Left Behind — Schools Public Accountability Report (NCLB-SPAR) and distributes as necessary before the start of school~~
- ~~• Publishes Student Progression Plan and summary data in newspaper by September 1 as required by DOE~~
- Serves as FLDOE contact for district's planning and policy requirements
- Facilitates publication and distribution of the FLDOE mandated reports, plans, and summary student data by the required date
- Prepares Student Code of Conduct for annual publication and distribution
- Facilitates policy approval process with the School Board, School Board Attorney, Superintendent, and staff
- Serves as the School Board's resource ~~contact person~~ for policy

## DIRECTOR, STRATEGIC PLANNING AND POLICY

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"><li>• Researches School Board minutes and other sources to provide information for decision-making and/or problem resolution related to planning and policy</li><li>• Maintains accuracy of School Board <u>Planning &amp; Policy</u> websites</li><li>• <u>Maintains an up-to-date knowledge of state legislative laws and policies and ensures district's compliance with those policies</u></li><li>• Performs other related duties as assigned</li></ul>
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 5/72; REVISED: 8/82; TITLE AND MQ's APPROVED: 8/11/82; REVISED: 10/85; BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 9/88; MW BOARD APPROVED: 3/8/89. REVISED: 2/94 DH; BOARD APPROVED: 4/13/94; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED FORMAT, TITLE, MF, ER , ADA, 6/12 LM; BOARD APPROVED: 7/24/13; REVIEWED 8/13 LM

# **DIRECTOR, STRATEGIC PLANNING AND POLICY**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Strategic Planning and Policy – ADM



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: E07

FLSA: Exempt  
PTS

**EXECUTIVE MANAGER, DISTRICT ASSESSMENT**

**REPORTS TO:**

Director, Assessment and Accountability

**SUPERVISES:**

Senior Coordinator, District Assessment  
Support Staff

**QUALIFICATIONS:**

Master's degree in Education, Educational Research, Mathematics, or Statistics with courses in statistics, educational research, design, and program evaluation; and three (3) years of progressively responsible related professional experience. Experience in evaluation/research design and implementation of projects of varied focus and complexity.

Demonstrated competencies and skills in technical writing. Working knowledge of statistical procedures, and of state, regional, and national research studies, trends, and results pertaining to assessment. Knowledge and experience utilizing Statistical Package for the Social Science (SPSS), Statistical Analyses System (SAS), and other statistical software.

**PREFERRED:**

Five (5) years relevant experience, with three (3) years of experience in Pinellas County Schools

**MAJOR FUNCTION**

Position works in conjunction with district and school-based personnel to develop, implement, and monitor the local formative assessments by adopting scientifically proven educational testing and measurement practices. Coordinates with state and local laws and procedures and incorporates the stated objectives.

**ESSENTIAL RESPONSIBILITIES**

- Develops and maintains a district assessment plan and calendar
- Oversees formative testing programs, processes, and compliance
- Coordinates, plans, oversees, and improves the local assessment program
- Supervises the review of district assessments
- Supervises the review, development, and revision of all procedures related to the administration of assessments
- Oversees the development of local assessments for the core subject areas, ensuring assessments meet curriculum standards
- Collaborates with the Teaching and Learning Services department in developing of standard-based district assessments
- Coordinates with external vendor(s) in the implementation and operation of the testing Platform (5)
- Maintains close contact with Florida Department of Education staff for clarification on objectives of formative assessments
- Develops procedures to compile, maintain, and file all reports, records, and other documents related to the local assessment program
- Provides guidance to district staff in the interpretation of district assessments

## EXECUTIVE MANAGER, DISTRICT ASSESSMENT

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"><li>• Plans, supervises, and coordinates district committees for the development and continuous improvement of district assessment programs</li><li>• Serves as the district's representative for the state's collaborative assessment programs</li><li>• Coordinates, articulates, and monitors the achievement of district, site, and programmatic goals</li><li>• Works cooperatively with district staff and principals in developing and supervising the procedures for administering district assessments</li><li>• Communicates effectively with staff concerning the district assessment program</li><li>• Monitors all schools during the administration of district assessments</li><li>• Supervises the ordering and use of all district assessment materials</li><li>• Gathers information regarding testing materials and needs of the school for the purpose of assisting in the preparation of the annual testing budget process</li><li>• Develops and monitors budgets for district assessment programs</li><li>• Attends various testing conferences to keep abreast of the profession</li><li>• Coordinates workshops for district and school staff concerning national, state, and district assessment instruments</li><li>• Supervises the training program for school-based testing personnel</li><li>• Develops and organizes training for teachers and administrators on local assessments</li><li>• Uses evaluative findings to determine the extent to which goals and objectives of the district assessment program are met</li><li>• Communicates the findings from testing programs</li><li>• Coordinates assessment and evaluation techniques and instruments that measure the achievement of district, departmental, programmatic, and site goals and objectives</li><li>• Applies moderately complex to complex mathematical and statistical concepts</li><li>• Prepares and issues performance reports based on district assessment instruments</li><li>• Performs other related duties as required</li></ul>
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 8/13 LM; BOARD APPROVED:

# EXECUTIVE MANAGER, DISTRICT ASSESSMENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Manager, District Assessment- PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6439  
Pay Grade: G E07

FLSA: Exempt  
PTS

**SENIOR COORDINATOR, EXECUTIVE MANAGER, EVALUATION**

**REPORTS TO:**

Executive Director, Assessment, Accountability and Research

**SUPERVISES:**

Manager, Research  
Senior Coordinator, District Assessment  
Senior Coordinator, Professional Development, Achievement Data Analyst  
Data Analyst  
Support Staff

**QUALIFICATIONS:**

Master's degree with three (3) years of progressively responsible related professional experience. Experience in evaluation/research design and implementation of projects of varied focus and complexity. Demonstrated competencies and skills in technical writing. Working knowledge of statistical procedures, and of state, regional, and national research studies, trends, and results pertaining to assessment. Knowledge and experience utilizing Statistical Package for the Social Science (SPSS), Statistical Analyses System (SAS), Excel, and other statistical software

**PREFERRED:**

Five (5) years relevant experience, with three (3) years of experience in Pinellas County

**MAJOR FUNCTION**

Supervises the planning, design, implementation, and reporting of evaluation activities. Supervises the multi-school and or system-wide program evaluation studies and data analysis for research to determine best practices.

**ESSENTIAL RESPONSIBILITIES**

- Plans, designs, and conducts evaluations
- Conducts sound data collections procedures, complex data analysis
- ~~Responsible for participation~~ Participates on in issues related to evaluation and research, as a team member and/or in conjunction with administrative personnel
- Prepares complex reports and summaries requiring specialized knowledge of data analysis and makes presentations of such reports
- Assists with the identification of measurable objectives that address each educational program
- Maintains an awareness of current research and evaluation trends and disseminates information to personnel throughout the district
- Collaborates with the Teaching and Learning Services department in analyzing district assessments to assist with progress monitoring
- ~~Provides data and consults with individual schools for the purpose of studying program effectiveness, student placement, evaluation School Improvement Plans, and disaggregating data~~
- Leads Request for Proposals (RFP) and selection process for a third-party evaluator
- Manages third-party evaluator(s) on all aspects of evaluations.
- Coordinates the evaluations conducted by outside evaluation groups
- ~~Plans with and assists local government agencies on joint evaluations~~
- Conducts in-service training and technical assistance for administrators and teachers; on needs assessment and data analysis

## SENIOR COORDINATOR, EXECUTIVE MANAGER, EVALUATION

### ESSENTIAL RESPONSIBILITIES (Continued)

- Maintains an awareness of state, regional, and national research studies; understands state and federal accountability systems and how schools are impacted
- Provides outstanding customer service, and uses positive interpersonal communicational skills
- Prepares selected federal entitlement grant applications in collaboration with other departments and schools; prepares all amendments, reports, and other documentation required by the selected programs
- Facilitates providing data required for submission of grant application
- Responds to inquiries or concerns in a timely manner
- Keeps the immediate supervisor informed, through appropriate channels, of potential problems or unusual events
- Disseminates information and current research to appropriate personnel
- Supervises clerical support personnel and graduate interns
- ~~Makes all decisions and performs all tasks in accordance with Pinellas Public Schools' Organizational Values~~
- Ensures compliance with Board rules and applicable federal laws and regulations
- Demonstrates extensive knowledge of program evaluation design, and written and oral communication skills, and program evaluation
- Applies moderately complex and complex mathematical and statistical concepts
- Works cooperatively and collaboratively with other schools, departments, school districts and state-level entities
- Coordinates with the external researchers, processes the researcher applications for conducting research in Pinellas County Schools while preserving the students' and staff's rights
- ~~Carries out oral and written instructions and to prepare clear and comprehensive reports~~
- Performs other related duties as required.

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 5/09 LM; BOARD APPROVED: 7/28/09; REVISED FORMAT, TITLE, SALARY SCHEDULE, ER, ADA, 8/13 LM; BOARD APPROVED:

# **SENIOR COORDINATOR, EXECUTIVE MANAGER, EVALUATION**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Coordinator, Executive Manager, Evaluation – PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:  
Pay Grade: G07 E07

FLSA: Exempt  
PTS

**SENIOR COORDINATOR DIFFERENTIATED EXECUTIVE MANAGER,  
ACCOUNTABILITY**

**REPORTS TO:**

Director, Assessment and Accountability

**SUPERVISES:**

Data Analyst

**QUALIFICATIONS:**

Master's degree in Education, Educational Research, Mathematics, or Statistics with courses in statistics, educational research, design, and program evaluation and three (3) years of progressively responsible related professional experience. Experience in evaluation/research design and implementation of projects of varied focus and complexity.

Demonstrated competencies and skills in technical writing. Working knowledge of statistical procedures, and of state, regional, and national research studies, trends, and results pertaining to educational accountability. Knowledge and experience utilizing Statistical Package for the Social Science (SPSS), Statistical Analyses System (SAS), and other statistical software.

**PREFERRED:**

Five (5) years relevant experience, with three (3) years of experience in Pinellas County Schools

**MAJOR FUNCTION**

~~Position works in conjunction with school-based personnel and district-level administrators to develop interventions, which emphasize the importance of adopting scientifically-proven educational practice and programs to increase student achievement. Coordinates the development, implementation, and monitoring of state mandates accountability. evaluation of the district roles and responsibilities of Differentiated Accountability Model in compliance with the requirements outlined. Applies an advanced understanding of state laws, rules, policies, and procedures in the specialized area of state and district accountability processes and databases in order to organize, manage, monitor and execute accountability data management and reporting.~~

**ESSENTIAL RESPONSIBILITIES**

- Coordinate collection, reporting, management, and corrections for state and district accountability processes including graduation rate, school grading, and federal accountability measures
- Monitors high school dropout data and produce monthly report by school
- Communicates with FLDOE regarding graduation and dropout data and prepares summary reports
- Coordinates the preparation and distribution of periodic reports and information related to accountability services and activities to assist the district and schools in monitoring and reporting of accountability data
- Organizes information, performs calculations and prepares statistical data in the form of accountability files and reports
- Works with the Technology and Information Services department to provide reports and databases for monitoring and reporting of accountability data
- Trains school-based staff in the procedures for the management of accountability processes, reports, websites and databases that affect school and district accountability calculations
- Provides technical assistance and support for school and district personnel in the understanding and application of state and federal accountability mandates

## SENIOR COORDINATOR DIFFERENTIATED EXECUTIVE MANAGER, ACCOUNTABILITY

### ESSENTIAL RESPONSIBILITIES (Continued)

- Develops and maintains a calendar of state and district accountability requirements
- Operates as liaison to the Florida Department of Education and district personnel for state accountability processes
- Attends accountability meetings and training sessions conducted by the Department of Education
- Maintains records to monitor budget status and expenditures
- Prepares reports and makes presentations as needed
- ~~Reviews, processes and monitors all schools in the Differentiated Accountability Model. Ensures consistent execution of the required implementations~~
- ~~Provides consultation to the schools~~
- ~~Attends conference calls, webinars and technical assistance workshops to remain aware of current Differentiated Accountability Model practices~~
- ~~Provides system-wide in-service on Differentiated Accountability~~
- ~~Confers with teachers, parents and administrators regarding Differentiated Accountability~~
- ~~Presents information effectively to school based personnel, district staff, the school board and public groups~~
- ~~Coordinates reporting of required DOE data collection for Differentiated Accountability Model~~
- ~~Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with several abstract and concrete variables~~
- ~~Reads, analyzes, and interprets professional journals, financial reports, and common legal documents~~
- ~~Reviews board policies and procedures relevant for compliance of Differentiated Accountability~~
- ~~Designs, documents and analyzes Differentiated Accountability Model systems and procedures~~
- ~~Collaborates with schools in developing appropriate interventions and strategies based on level of intervention in the Differentiated Accountability Model~~
- ~~Provides consultative services in evaluation and research to countywide and individual school personnel~~
- ~~Develops and delivers technical training programs and teaches Differentiated Accountability Model concepts~~
- ~~Assists schools in defining problems, collecting data, establishing facts, and drawing valid conclusions~~
- ~~Provides recommendations for intervention and support based on presented data~~
- ~~Responsible for evaluation and research design, sampling, design of data collection instruments along with data collection strategies, statistical analysis and execution for Differentiated Accountability; plans and follows through on required evaluation and research timelines~~
- ~~Applies moderately complex to complex mathematical and statistical concepts such as frequency distribution, percentages, averages, tendencies, trends, and norms~~
- ~~Applies complex mathematical and statistical concepts such as test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis~~
- ~~Utilizes knowledge of applicable computer software and provides program information for system input~~
- ~~Establishes and maintains effective working relationships with students, staff and the community~~
- ~~Manifests a professional code of ethics and values~~
- ~~Performs duties with awareness of and adherence to all district requirements, policies and procedures~~
- ~~Keeps abreast of State and Federal educational legislation, State Board of Education (SBE) mandates and Florida Department of Education (FDOE) policies and procedures~~
- ~~Functions in a team environment with other school-based and district-level staff~~
- ~~Assists with the planning, design, and implementation of evaluations and research for school-based and district-wide accountability topics~~
- ~~Responsible for participation on issues related to evaluation and research, as a team member and/or in conjunction with administrative personnel~~
- ~~Performs other related duties as required~~



**SENIOR-COORDINATOR DIFFERENTIATED EXECUTIVE MANAGER, ACCOUNTABILITY**

<b>TERMS OF EMPLOYMENT</b>
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i>
<i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>
<i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 5/09 LM; BOARD APPROVED: 6/17/09; REVISED FORMAT, TITLE, SALARY SCHEDULE, MF, ER, ADA, 8/13 LM; BOARD APPROVED:

**SENIOR COORDINATOR DIFFERENTIATED EXECUTIVE MANAGER, ACCOUNTABILITY**

<b>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</b>	<b>Seldom Or Never</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Daily</b>	<b>Hourly</b>
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior-Coordinator-Differentiated Executive Manager, Accountability -- PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: E06

FLSA: Exempt  
PTS

**SENIOR COORDINATOR, DISTRICT ASSESSMENT**

**REPORTS TO:**

Executive Manager, District Assessment

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with five (5) years of progressively responsible work experience demonstrating exceptional organizational, management, and communication skills. Experience in educational setting including successful experience analyzing student performance data and knowledge of designing and implementing educational assessment

**MAJOR FUNCTION**

Responsible for assisting in planning and implementing the District Testing Program. Training teachers in test development, administration, and understanding of test results.

**ESSENTIAL RESPONSIBILITIES**

- Plans and implements staff training in the areas of test development, test security, administration, and data collection
- Trains school personnel in the use of assessment platforms, including teacher and student software use, report generation, and creation of probes and assessments
- Trains teachers in essentials of developing assessments by using the best practices in test construction methodology
- Trains school-based test coordinators in the procedures for conducting the administration of each of the state assessments and the laws that affect those assessments
- Trains school-based staff in identifying and administering assessments with consideration of special-needs students
- Supervises test administration, test security, and administration procedures of district assessments
- Prepares and arranges for shipment and pickup of testing materials to and from test sites
- Orders, organizes, stores, and inventories district-wide assessment materials as directed
- Collaborates with the Technology and Information Systems department to determine data needs and formats for collecting, reporting, and retrieval processes
- Coordinates the collection and dissemination of test data to schools
- Coordinates the preparation and distribution of periodic reports and information related to test procedures and activities
- Supervises test administration, test security procedures, and make-up administration procedures of each assessment
- Collaborates with Teaching and Learning Services and Technology Information Systems departments, school, and warehouse personnel in order to manage distribution, administration, and collection of test material and information
- Performs other related duties as required

## SENIOR COORDINATOR, DISTRICT ASSESSMENT

TERMS OF EMPLOYMENT
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i>
<i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>
<i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
HISTORY OF JOB CLASSIFICATION
ISSUED: 8/13, LM; BOARD APPROVED:

## SENIOR COORDINATOR, DISTRICT ASSESSMENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Coordinator, District Assessment – PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: E06

FLSA: Exempt  
PTS

**SENIOR COORDINATOR, PROFESSIONAL DEVELOPMENT ACHIEVEMENT DATA ANALYST**

**REPORTS TO:**

Executive Manager, Evaluation

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with five (5) years of progressively responsible work experience demonstrating exceptional organizational, management, and communication skills. Experience in educational setting including successful experience analyzing student performance data and designing and implementing training for district or school-based personnel.

**MAJOR FUNCTION**

Provides training to district and school personnel in understanding the achievement data generated from assessments to be used to impact instruction and produce positive results in student achievement

**ESSENTIAL RESPONSIBILITIES**

- Designs and conducts training for district or school-based personnel in all facets of data interpretation and data inquiries
- Trains district and school-based personnel to prepare participants to lead data discussions
- Trains district and school-based personnel in using different types of data to make timely, appropriate decisions about curriculum, assessment, and instruction
- Trains district and school-based personnel to connect evidence from state and district assessments to an action plan that targets achievement goals
- Assists teachers in disaggregating assessment data to look for achievement patterns based on demographics, disciplines, standards, and other criteria
- Trains district and school-based personnel to identify and prioritize intervention actions based on results of data analysis and disaggregation
- Provides training for the administrative team and school staff which results in a culture that practices data alertness and commitment to closing the achievement gap
- Works with administrators to identify school data leaders and collaboratively plans training for school staff
- Builds support for the district and school data leaders that defines and empowers their work
- Provides training to improve the data leader's capacity and effectiveness
- Assists district staff, teachers, and administrator in developing and maintaining electronic databases necessary to track, document, and monitor individual and targeted groups of students who are not meeting state and district expectation
- Utilizes the knowledge of current educational research in identifying schools' and district's improvement opportunities
- Explores and recommends research-based strategies to help identified achievement areas in need of improvement
- Demonstrate an understanding of federal and state laws and district policies
- Performs other related duties as required

**SENIOR COORDINATOR, PROFESSIONAL DEVELOPMENT ACHIEVEMENT DATA ANALYST**

<b>TERMS OF EMPLOYMENT</b>
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i>
<i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>
<i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 8/13 LM; BOARD APPROVED:

# **SENIOR COORDINATOR, PROFESSIONAL DEVELOPMENT ACHIEVEMENT DATA ANALYST**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Coordinator, Professional Development Achievement Data Analyst – PTS



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6441  
Pay Grade: G E06

FLSA: Exempt  
PTS

**MANAGER, RESEARCH SPECIALIST**

**REPORTS TO:**

Executive Manager, Evaluation

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Master's degree in Education with one (1) year of experience in evaluation/research design and implementation for projects of varied focus and complexity.

**OR**

Master's degree with three (3) years of experience demonstrating increasing responsibility for evaluation and research projects.

**PREFERRED:**

~~Master's degree with five (5) years of progressive experience with the development, implementation, analysis, and reporting of evaluation and research projects.~~

**MAJOR FUNCTION**

Position performs responsible complex technical and analytical work providing assistance in the design and implementation of evaluation and research studies district-wide. Work is performed under general supervision with considerable independence and discretion to meet the needs of the Assessment, Accountability, and Research and Accountability Department.

**ESSENTIAL RESPONSIBILITIES**

- Assists with the planning, design, and implementation of evaluations and research for school-based and district-wide programs and topics
- Responsible for participation on issues related to evaluation and research, as a team member and/or in conjunction with administrative personnel
- Provides, as requested, expertise and support to the schools, learning communities, and district departments in the areas of data analysis and interpretation in order to facilitate student learning
- Responsible for evaluation and research design, sampling, and design of data collection instruments along with data collection strategies, ~~statistical analysis and execution for assigned project; plans and follows through on evaluation and research timelines~~
- Performs statistical analysis, prepares reports, and makes presentation as needed
- Plans and follows through on evaluation and research timelines
- Prepares reports and makes presentations as needed
- Interacts with evolving technologies in order to perform complex statistical analysis through computer software, programs, and systems
- Assists district personnel with survey composition and data collection methods.
- Performs other related duties as required

**MANAGER, RESEARCH SPECIALIST**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 3/82; FORMAT REVISED: 7/88; REVISED: 4/89 MW; BOARD APPROVED: 4/26/89  
REVISED: 7/93 BMP; BOARD APPROVED: 7/28/93; REVISED (MQ's): 10/98 PBL; BOARD  
APPROVED: 10/13/98; REVISED (D&R's) RECLASSIFICATION: 7/10 RAS; BOARD APPROVED:  
9/28/2010; REVISED FORMAT, TITLE, SALARY SCHEDULE, PREFERRED, MF, ER, ADA, 8/13 LM;  
BOARD APPROVED:

**MANAGER, RESEARCH SPECIALIST**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Manager, Research Specialist – PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: E03

FLSA: Exempt  
PTS

<b>DATA ANALYST</b>
<b>REPORTS TO:</b> Executive Manager, Accountability
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Computer Science or related field, plus two (2) years progressively responsible experience in related field; or an equivalent combination of education, training, and related experience.
<b>MAJOR FUNCTION</b>
Performs complex technical work developing, maintaining, and supporting database applications. Analyzes, interprets information and data. Creates and provides custom reports. Work is performed independently and reviewed through periodic reports, conferences, and effectiveness of results obtained.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Accesses all necessary data sources to download and collect data for research and evaluation purposes</li><li>• Maintains electronic databases necessary to track, document, and monitor students files</li><li>• Monitors information needs to meet changing requirements</li><li>• Serves as liaison with Technology and Information Systems staff in systems design improvement and resolution of programming and/or related problems</li><li>• Monitors data quality</li><li>• Creates simple data summaries and charts</li><li>• Consults with users on the creation, analysis, and utilization of data</li><li>• Produces custom reports and data files</li><li>• Collaborates with other departments on processes and projects</li><li>• Researches, analyzes, designs, and maintains desktop computer systems</li><li>• Works to identify, resolve, and/or correct various system errors or failures</li><li>• Addresses problems in hardware, software, and/or procedures</li><li>• Responsible for coordinating the development, maintenance, and support of departmental website(s)</li><li>• Trains users in the operation of new or modified systems and programs</li><li>• Meets with administrators and/or employees regarding departmental or division issues</li><li>• May maintain departmental security access for network files</li><li>• Performs other related work as required</li></ul>

## DATA ANALYST

TERMS OF EMPLOYMENT
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i>
<i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>
<i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
HISTORY OF JOB CLASSIFICATION
ISSUED: 8/13 LM; BOARD APPROVED:

## DATA ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Data Analyst – PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6461  
Pay Grade: G02 E02

FLSA: Exempt  
PTS

<b>TESTING SPECIALIST ANALYST</b>
<b>REPORTS TO:</b> Director, Assessment and Accountability
<b>SUPERVISES:</b> Not applicable
<b>QUALIFICATIONS:</b> <del>Graduation from an accredited college or university with a Bachelor's degree</del> <u>from an accredited college or university</u> and five (5) years of progressively responsible work experience demonstrating exceptional organizational, management, and communication skills. Experience in educational setting including successful experience analyzing student performance data. Working knowledge of student information systems and demonstrated knowledge and experience in the use of Microsoft Word and Excel.
<b>MAJOR FUNCTION</b>
Coordinates the district's student assessment program including the organization, management, and reporting/analysis of results in compliance with state laws, rules, and procedures.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Applies an advanced understanding of state laws, rules, policies, and procedures in the specialized area of state and county assessments in order to organize, manage, and execute assessments</li><li>• Coordinates the preparation and distribution of periodic reports and information related to test procedures and activities</li><li>• Assists and develops with the preparation of district, state, and federal plans, projects, and reports appropriate to the department</li><li>• Performs detailed study and analysis of confidential student assessment data, statistics, and written and verbal technical information</li><li>• Organizes information, performs calculations, and prepares statistical data in the form of specialized reports, records, charts, and graphs</li><li>• Trains school-based test coordinators in the procedures for conducting the administration of each of the state assessments and the laws that affect those assessments</li><li>• Supervises test administration, tests security procedures, and make-up administration procedures of each assessment</li><li>• Operates as liaison to the Florida Department of Education and the testing contractors for state assessments</li><li>• Provides technical guidance for assisting school and district personnel</li><li>• Maintains calendar and initiates actions with test coordinators and warehouse supervisors in order to manage distribution and return of test materials</li><li>• Manages return of test materials to testing contractors</li><li>• Attends regional assessment meetings and training sessions conducted by the Florida Department of Education</li><li>• Maintains, updates, and reconciles conflicts in confidential testing data on the Student Information System</li><li>• Maintains records to monitor budget status and expenditures</li><li>• Prepares answer documents for in-house scoring</li><li>• Performs <u>other</u> related duties as required</li></ul>

## TESTING SPECIALIST ANALYST

TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 1/11 RAS; BOARD APPROVED: 1/25/11; REVISED FORMAT, TITLE, SALARY SCHEDULE, ADA, 9/13 LM; BOARD APPROVED:



# **TESTING SPECIALIST ANALYST**

<u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Testing Specialist Analyst PTS