

School District of Santa Rosa County
Job Description
Teacher on Special Assignment for Assessment

Reports To: Coordinator of Assessment

FLSA Status: Exempt

Department: Assessment

Prepared by: Human Resources

Date: June 10, 2022

Job Code: 20327

Primary Duties and Responsibilities (Essential Functions):

- Work with ESE to train FSAA teachers
- Work with ESE to facilitate FSAA testing
- Provide support for VPK- grade 2 on the Renaissance Platform
- Order FSAA testing
- Help answer accommodations questions
- Assist with Paper based spreadsheet from schools submitted to DOE
- Assist with FSAA Assurances Spreadsheet submitted to DOE
- Assist with training of school personnel
- Attend all trainings needed for Assessment
- Assist with ACT/SAT school day updates trainings
- Assist with all AP information
- Assist in distributing materials to schools
- Assist in Ordering additional materials for schools
- Assist Prepare additional materials ordered for schools
- Assist Communicating with schools and DOE for any issues that may arise
- Provide support to all schools as needed for all that is assessment
- Become familiar with new testing platform
- Assist in creating assessment schedules for district
- Assist in organizing, managing, and implementing all standardized testing within the district, including training of staff, maintaining accurate and complete records,
- Certifying as to the ethical testing practice within the school building and providing training to staff on ethical testing, test security, and data reporting procedures
- Performing other duties as assigned

Supervision Received:

- Coordinator of Assessment

Supervision Exercised:

Minimum Qualifications & Skills Required:

Currently holds or eligible for Florida teaching certificate. Minimum of 3 years classroom teaching experience.

Preferred Qualifications & Skills:

- Master's degree or higher from an accredited institution
- Knowledge of FSAA
- Knowledge of ESE/504 Accommodations as they apply to testing

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Compensation Plan
- Instructional Salary Schedule
- 10 Months
- 7.5 Hours per day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.