

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Evaluation/Assessment/Testing Analyst **Date Prepared:** 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

126	Standardized Testing- Analysis Reporting, and Interpretation	Analyze standardized test results and assist teachers, staff and the community in understanding testing purposes and results.
123	Standardized Testing - Data Compilation	Collect, update, maintain, compile, and report basic research data pertaining to student testing and evaluation programs.
081	Project Administration (Nongrant)	Control and monitor projects, oversee administrative details, such as contract billings, project budgets, status reports, etc. Excludes grant administration.
127	Standardized Testing- Development and Selection	Design and implement district-wide and specialized testing. Includes selection of tests to be used district-wide.
124	Standardized Testing- Coordination	Order, process, and distribute materials used in administering standardized tests.
120	Naturalistic Observation	Apply methodologies using standardized protocols for the systematic collection and analyses of data for a variety of audiences and constituencies.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non educational</u> programs and performance
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.

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Activity Name (cont.)

009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does <u>not</u> include parent liaison.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	M.A. with three years related experience; or B.A. or B.S. Degree with five years related experience two of which must include supervision of ten or more employees
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes <u>substantial</u> time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003