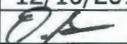


OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

December 10, 2014

| Legislative File | |
|-------------------------|---|
| File ID Number: | 14-2373 |
| Introduction Date: | 12/10/2014 |
| Enactment Number: | 14-1990 |
| Enactment Date: | 12/10/2014 |
| By: |  |

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Brigitte Marshall, Chief Talent Officer, Human Resources Services and Support

SUBJECT: Approval of Revised Job Description – Research, Assessment & Data Department

- Specialist, State and Local Testing

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1415-0115, approving revision of the following job description: Specialist, State and Local Testing; Research, Assessment & Data Department.

DISCUSSION

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan and to have a written job description that is an accurate reflection of the scope and responsibilities for every position in the District, Human Resources Services and Support is presenting a revised job description for a position in Research, Assessment & Data so the department can complete its assigned work.

Research, Assessment & Data Department

Revised Job Description

Classification Title

Specialist, State and Local Testing,
Research, Assessment & Data

Salary Schedule/Range

Salary Schedule: WTCL

Range 55: \$ 63,259.27 - \$ 84,758.66

261 days / 7.5 hours

BUDGET IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1415-0115, approving revision of the following job description: Specialist, State and Local Testing; Research, Assessment & Data Department.

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| File ID Number: | 14-2373 |
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| By: | <i>ok</i> |
| | |

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-0115**

- Research, Assessment & Data Department -

Approving Job Description

- Specialist, State and Local Testing -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job descriptions align with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the following job description revision: Specialist, State and Local Testing, Research, Assessment & Data Department, attached hereto, and confirms said job descriptions' placement on the salary schedules/ranges or employment contracts, as stated herein.

Research, Assessment & Data Department

Revised Job Description

Classification Title

Specialist, State and Local Testing,
Research, Assessment & Data

Salary Schedule/Range

Salary Schedule: WTCL

Range 55: \$ 63,259.27 - \$ 84,758.66

261 days / 7.5 hours

Passed by the following vote:

AYES: Jody London, Roseann Torres, Anne Campbell Washington, Jumoke Hinton Hodge, Vice President
James Harris, President David Kakishiba

NOES: None

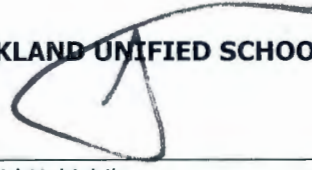
ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held December 10, 2014.

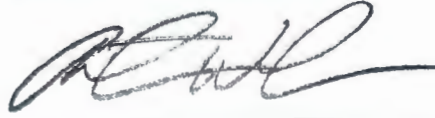
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| Enactment Date: | 12/10/2014 |
| By: | <i>DK</i> |

OAKLAND UNIFIED SCHOOL DISTRICT



11/29/14

David Kakishiba
President, Board of Education



11/20/14

Antwan Wilson
Superintendent and Secretary, Board of Education

| Legislative File | |
|--------------------|------------|
| File ID Number: | 14-2373 |
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| Enactment Number: | 14-1990 |
| Enactment Date: | 12/12/14 |
| By: | o.a. |



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

| | | | |
|--------------------|---|------------------------|-----------------------------|
| TITLE: | Specialist, State & Local Testing | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Research, Assessment & Data | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | WORK YEAR/HOURS | 261 days / 7.5 hours |
| ISSUED: | Created: May 2013 Revised: December 2014 | SALARY GRADE: | WTCL 55 |

BASIC FUNCTION Perform a wide variety of duties to execute annual state testing program, including the California High School Exit Examination (CAHSEE), Physical Fitness Test (PFT), and the California Assessment of Student Performance and Progress (CAASPP) or other state and local assessments aligned to state standards.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS

Coordinate, monitor and administer state tests district-wide including, but not limited to, California High School Exit Exam (CAHSEE), Physical Fitness Test (PFT), Smarter Balanced Assessment Consortium (SBAC), Early Assessment Program (EAP), and California High School Proficiency Examination (CHSPE).

Coordinate, train, and monitor state testing coordinators and test administrators at all school sites for the CAHSEE, CHSPE and PFT and EAP; communicate test procedures and rules; design training program for testing coordinators and test administrators.

Collaborate on planning, leading and conducting District-wide training, administration, and coordination of the Standardized Testing and Reporting (STAR).

Collaborate on designing, planning, leading, and conducting District-wide training, administration, and coordination of new Smarter Balanced Assessment Consortium (SBAC) formative and summative tests aligned to the Common Core State Standards and adopted by the California Department of Education to replace the California Standards Tests in 2014-15 and beyond.

Administer the California High School Exit Exam multiple times a year.

Maintain District assessment calendars to ensure school-sites, District departments, parents/guardians and students are informed of all testing dates.

Order, distribute, collect, and submit state test materials according to state policies and procedures.

Maintain and ensure the security of all testing materials, monitor testing and test security for state assessments in accordance with state policies and procedures; investigate and report any problems occurring during test sessions to the appropriate state authorities; accountable for maintaining quality control.

Publicize, schedule, and conduct state and local testing in accordance with state and district policies and procedures.

Communicate test score results to schools and students.

Provide guidance, assistance, and resources to teachers and other staff regarding the state testing programs as requested, and in a timely manner.

Oversee all aspects related to warehouse management of testing materials, including preparation for receiving, shipping, delivering, and mailing test-related materials.

Develop, update, and maintain training materials and other paper-based and electronic documents including, but not limited to, general user guides, FAQs, webpages, presentations, security forms, apportionment reports, and assessment-related technology systems.

Attend California Department of Education and other in-person or online training related to new state testing programs, testing processes, procedures, and technologies such as the computer-adaptive SBAC assessments.

Maintain confidentiality of student records and information.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Three (3) years of experience or coursework in performance-based assessment, educational testing or measurement, secondary education, or related field preferred

Experience in state test administration preferred

Experience with current assessment, student information, and data management platforms preferred (e.g., Edusoft/Data Director, Illuminate, Scholastic Assessment Manager, etc.)

Communication skills, ability to train staff in testing procedures and test security protocols

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable federal, state, and District codes, laws, regulations, policies and procedures related to the state and local testing program

State and District testing procedures, testing-related software, practices, and protocols

Common Core State Standards and aligned assessments

Planning, organization, and coordination needed for assigned program

Proper and correct English usage, grammar, spelling, vocabulary and punctuation

Diversity, sensitivity, and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Building partnerships and collaboration with individuals, departments, agencies, and institutions

Interpersonal skills emphasizing tact, patience, courtesy, and respect

Building authentic and trusting relationships

Data entry, report writing, and record-keeping techniques

Presentation, communication, and public speaking techniques

Computer software, hardware, and related technology

ABILITY TO:

Independently perform the duties of the position, developing and following well-defined policies and procedures

Collaborate on design and implementation of new state testing programs

Plan, coordinate, manage and prioritize assigned tasks to successfully meet established, and sometimes, competing timelines

Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers

Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, and the community

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments

Communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District

Demonstrate effective written and oral communication skills, including content communication, conciseness, grammar and usage

Recommend and assist in the formulation and implementation of operating procedures and policies

Work well independently and as part of a team

Maintain records

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.