

Human Resources Section
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Reading/Language Arts and Social Studies/History Assessment Specialist (041)
Office of Accountability and Assessments, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction, oversee the development and implementation of the Reading/ELA and Social Studies/History state assessments. Review and approve reading passages for use on state assessment; review and revise items for use on state assessments; help edit and restructure manuals as needed; coordinate and help facilitate teacher committees for Passage Reviews, Item Reviews, and Standard Settings; participate in Range Findings, setting anchor papers for the Writing assessments; contribute to all phases of development of state assessments; create and conduct presentations on numerous assessment related issues; conduct Test Preparation and Test Interpretation trainings for school administrators and teachers; attend and contribute to planning meetings, leadership meetings, and assessment conferences.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a master's degree or National Board Certification [*official transcript(s) required*];
AND
 - ❖ 3 plus years experience in education with a master's degree (English preferred); OR
 - ❖ 5 plus years experience in education with a bachelor's in English or education (with emphasis in Language Arts preferred).

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of state and federal school laws, rules and regulations as they pertain to student assessment.
- Knowledge of tests and measurements.
- Ability to establish and maintain effective working relationships with other employees, school officials, and the general public; to conduct inservices with teachers and school administrators; to judge a situation and adopt an effective course of action.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Applicants must be willing and able to perform necessary job-related travel.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- In regard to the Oklahoma School Testing Program Act (70 O.S. § 1210.508 et. seq.) plan, prepare, and conduct test Preparation and Test Interpretation in-services with teachers and administrators in schools.
- Collaborate with content leads from contracted vendors and English/Reading and Social Studies/History curriculum directors on construction of tests and other ancillary test documents.
- Develop instructional and informational materials to use as handouts in conducting inservices and consulting with school faculties; present at regional, state, or international conferences, and for other purposes as needed.
- Team with other State Department of Education employees to integrate assessment and curriculum and provide services to schools.
- Perform other related duties as needed.

COMPENSATION

Annual Salary - \$50,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 7152

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