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OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Science Assessment Specialist/Director of Monitoring (301)

Office of Accountability & 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 science assessments in Grades 3-8 and the End-of-Instruction included in the Oklahoma School Testing Program (OSTP) and oversee all aspects of the Academic Assessment Monitoring Program (AAMP).

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a master's degree or National Board Certification ***[official transcript(s) required];***
- 3 plus years experience in education (Science preferred);
  OR
- 5 plus years experience in education with a bachelor's degree in science or education (with an emphasis in science 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 satisfactory and effective working relationships with fellow employees, school officials, public school administrators, and the general public; to conduct in-services with teachers and school administrators; to express facts and opinions clearly and concisely; to adapt to an automated work environment.
- 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 OSTP 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.
- Review and revise science test items for quality and alignment according to test and item specifications; help edit and restructure manuals as needed; coordinate and help facilitate teacher committees for content/bias item reviews and standard settings; keep up with changing laws and rules for testing, special education, alternative education, and reading proficiency; 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.
- Collaborate with content leads from contracted vendors and science curriculum directors on construction of tests and other ancillary test documents.
- Update yearly monitoring records and cycle; notify districts of monitoring; verify validity of site provided evidence; and provide follow-up correspondence to districts.
- Develop instructional and informational materials to use as handouts in conducting in-services 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.

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