

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Special Education Assessment Specialist	
<i>Supervisor:</i> Executive Director of Special Education	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months; 4 hours per day	<i>Grade:</i> 10

Job Summary

The special education assessment specialist is responsible for performing administrative and clerical tasks related to the assessment of special education students. Responsibilities include running monthly special education lists of active students for the special education department; tracking documentation regarding the notification of testing options for parents of high school students; processing modified High School Graduation Qualifying Exam (HSGQE) applications and waivers; and assisting with the districtwide testing program.

Responsibilities include: working independently and in conjunction with special education staff under the general direction of the executive director of special education; keeping accurate records of assessment options for each special education child, especially concerning the HSGQE; using districtwide databases and the AS/400 student records system including the special education database, reviewing IEP forms and Goalview to ensure complete and accurate documentation of testing accommodations, modifications and non-standardized HSGQEs, processing modified HSGQE applications with the State of Alaska department of education and early development; assisting with the alternate assessment program, and processing waivers to the HSGQE.

Essential Job Functions

Tracks and monitors progress of applications for modified HSGQEs, ensuring all required documentation is collected and included with each application. Follows up on all applications to their completion. Keeps database of approved modified applications for distribution to school staff for the fall and spring testing dates.

Collects and keeps files for all forms that have been signed each year, indicating parents have been informed of the options for having their child participate in the HSGQE. Follow up with schools for any new student enrolling in the district who may need notification. Keep database of all "Options" forms signed by parents. Ensure that options selected by parents are reflected in each student's IEP. If the option selected is for a modified HSGQE, ensure school staff have filed an application with supporting documentation.

Uses computer statistical programs to create monthly special education lists for special education staff and school staff. Prior to lists being created, the position is responsible for running a series of error checks and notifying special education staff when changes or corrections are necessary in the database. Monthly special education lists include: districtwide alphabetical list of all special education students currently enrolled in the district, school-level lists, district list of all students in the Extended Learning Program (ELP) school ELP lists, and lists of review or re-evaluation dates that have expired. These lists are provided to special education for distribution to school staff through the building principals.

Keeps track annually of students involved in the alternate assessment program, and assist the special education department in completing required portfolio processing to the State of Alaska. Keep database each year of students participating in the alternate assessment.

Processes all HSGQE waiver applications that come in to the program planning and evaluation office. Maintains numbered log and status of each waiver application. Checks for accuracy of information on applications such as the student's state ID number, school, and ensures required back-up documentation are included in compliance with State of Alaska waiver guidelines. Generates letters to applicants regarding the district's administrative recommendation and date the waiver will be presented to the school board for action. Upon approval, generates letters to inform applicants of approval.

Maintains absolute confidentiality in all matters relating to student records.

At the beginning of each school year, distribute state required notification forms to inform parents of students with an IEP or Section 504 Plan of their child's options for participating in the HSGQE in order to earn a high school diploma. Track receipt of notification forms and work with school staff to ensure notification requirements are met.

Assists district administrators and special education staff in generating specific information regarding special education students, such as the number enrolled in intensive resource programs, pre-school programs, those with secondary conditions or supplemental services. Provides information regarding enrollment of special education students by school for staffing.

Communicates with district visual-services teacher to ensure large print tests are ordered for students in grades 3-12 who may need them.

Assists with all aspects of the districtwide student testing program and other testing activities that occur: TerraNova CAT norm-referenced test, standards-based assessments, HSGQE, NAEP, WDRB pre- and post-testing; counting and distributing materials to schools; creating and copying forms such as rosters, accommodations sheets, proctor logs, and inventory checklists.

Assists with mailing of parent notification letters regarding student assessments.

Assists with distribution of practice test materials to all district schools.

Assists with creating training materials for building test coordinators.

Assists with after-testing activities, including verifying all materials have been received from the schools, all required forms have been received, and ensures answer documents are sent for scoring according to state-defined processes and deadlines.

Informs school staff of any changes, requirements, or deadlines associated with testing activities that may impact special education students.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Equipment used regularly includes personal computer, printer, fax machine, copy machine, and telecommunication.

Independent Decisions

The special education assessment specialist will exercise independent decision-making on routine tasks, and joint decision making along with the supervisor on other issues that arise.

Primary Working Contacts

The employee works closely with special education director and special education staff; program planning and evaluation staff; building administrators; administrative center staff; certified staff, temporary employees requiring supervision of materials packing, materials receipt, or mailing of assessment results.

Responsibility for Cash, Equipment, Safety

The Special Education Assessment Analyst is responsible for keeping track of secure test materials and confidential documentation associated with student assessment.

Supervision Received and Exercised

The special education assessment specialist works under the direction of the executive director special education.

Unusual Working Conditions

During the school year, some evening and weekend hours will be required to meet districtwide testing program deadlines; workload may be stressful from time to time; pressure situations may occur.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Five (5) years of experience working with computerized databases.
3. Excellent written and verbal communication skills in English, strict attention to detail.
4. Student assessment programs and computerized student records systems.
5. Ability to work well with others; keep well organized, detailed records and files.

The following are preferred:

1. Post-secondary education.
2. Knowledge of Microsoft Excel and/or SPSS.
3. Knowledge of special education records.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.