

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OKALOOSA COUNTY FLORIDA**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Evaluation/Differentiated Accountability Analyst
Reports To: Chief Officer, Quality Assurance and Curriculum Support
Supervises: N/A

Minimum Eligibility Requirements:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of two (2) years experience with assessment/data analysis.
- (3) Documented experience in the use of personal computers, including word processing and spreadsheet applications (Microsoft Office preferred).
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

Language Skills:

- (1) Ability to effectively present information and/or data to a variety of audiences: orally, in writing, and using technology.
- (2) Ability to read, analyze and interpret procedures and regulations such as state laws, federal laws and School Board policies related to Florida Schools and Public Education.

Mathematical Skills:

Ability to work with mathematical concepts and formulas.

Reasoning Abilities:

- (1) Possess critical thinking skills to solve practical and complex problems.
- (2) Ability to advise Principals and Department heads on issues related to results of student evaluation.

Other Skills:

Network with FLDOE staff to ensure district processes comply with state initiatives.

Physical Demands:

- (1) While performing the duties of this job, the employee is regularly required to sit, walk, stand, talk and hear.
- (2) Special vision abilities include close and distance vision.
- (3) At time, the employee will need to pack, lift and load/unload heavy boxes of assessment materials.

Work Environment:

The work environment is usually quiet.

Job Goal:

To assist school and district administrators in analyzing and applying results of assessment to improve student performance; to guide district administration in selecting and administering appropriate assessment instruments for the purpose of monitoring and evaluating student progress.

(over)

Essential Duties and Responsibilities:

1. Oversee all phases of the assessment process for Okaloosa County School District.
2. Serve as the district liaison with the Department of Education for interpretation and communication of the state adopted assessment process.
3. Serve as the district liaison/contact with the Department of Education on all matters related to differentiated accountability.
4. Coordinate with MIS to ensure systems are in place for accurate collection and reporting of assessment data.
5. Assist in ensuring compliance with federal, state and district assessment policies and procedures.
6. In coordination with DA schools, monitor the collection and documentation of compliance items and practices for baseline and mid-year reporting to the state.
7. Assist all schools (DA and non-DA) and district administrators to compile, analyze and apply data for the purpose of improving student performance.
8. Complete state and district reports associated with OCSD student evaluation.
9. Assist in the process to measure the quality, efficiency and cost benefit of all testing services.
10. Prepare contracts and service agreements for assessment services; complete all financial activities related to monitoring expenditures for the assessment process.
11. Develop presentations to the School Board and/or the school community, as directed by the Superintendent or designee.
12. Attend and participate in district, department and principals' meetings, as directed by the Superintendent or designee.
13. Conduct in-service training for school-site Testing Coordinators pertaining to implementation of specific assessment instruments.
14. Coordinate with the Title 1 Department for the completion of the School Improvement grant and oversight of the grant contents.
15. Apply for waiver for use of district SPP template for non-Title A, B, or C schools.
16. Assist parents and schools with questions, issues and problems relating to the administration of the district assessment program.
17. Report DA requirement changes to Superintendent and CO, Quality Assurance.
18. Abide by all policies of the Okaloosa County School Board.
19. Performs other such duties as may be assigned by the Supervisor, Superintendent, or the School Board.

Length of Employment:

Twelve months.

Salary:

Based on the adopted salary schedule for Professional/Technical schedule.

Evaluation:

Annual evaluation conducted by the Chief Officer, QACS, in accordance with School Board policies and state law.