



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/24/2024

Specialist, Assessment Services

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Round Hill Center

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Assessment Specialist provides support to the Supervisor of Assessment Services in the administration and analysis of state and local assessments.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Assists with the professional development, administration, analysis and reporting of the Virginia Assessment Program. The Specialist has primary responsibility for the administration of the Virginia Alternate Assessment Program, including assessment training and conducting the local scoring event. The Specialist also provides support to School Test Coordinators in reviewing the portfolio assessments, prior to the Scoring Event
- Assists outplaced LCPS students in completing state required Performance Based Assessments, to include collection
- Assists with intensive data review for all Standards of Learning test administrations. The Specialist assists with the verification of data coding, providing guidance and feedback to School Test Coordinators, researching student assessment histories and correcting errors, in compliance with the state requirements
- Provides professional development, administration and reporting of the Cognitive Abilities Test and its data
- Serves as the division's NAEP assessment liaison to the Virginia Department of Education and provides support during the local administration as necessary
- Collaborates with the Office of Special Education to provide training to schools regarding assessment accommodations and options

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Experience

Licenses and Certifications

Holds or is eligible for the Postgraduate Professional License; endorsement in education administration

Knowledge, Skills and Abilities

- Experience in special education and with school/division-wide assessment administration
- Possesses leadership qualities and personal characteristics necessary to work effectively with LCPS staff, teachers, and parents

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these

Loudoun County Public Schools

employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.