

Job Title: Specialist-Special Programs

Wage/Hour Status: Exempt

Reports to: Principal

Primary Purpose:

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of Life School mission, **Specialist-Special Programs** will coordinate and facilitate assigned special programs as well as the implementation of the state required assessment and accountability programs and local assessments.

Qualifications:

Education/Certification:

Bachelor's degree
Texas certificate or highly qualified credentials

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills
Knowledge of state policies related to the school assessment program
Knowledge of technological and computer applications as related to state and local assessments
Ability to interpret data

Experience:

Three years' experience as a classroom teacher preferred

Major Responsibilities and Duties:

Program Coordination:

- Attend Region 10 ESC sponsored special programs and assessment trainings.
- Attend Eduphoria Aware training and train staff on interpreting data.
- Become proficient using the Texas Assessment Management System (TAMS) and Pearson Access Next (PAN)
- Ensure that staff members working with secure assessment materials have been trained and have signed an oath for legal and regulatory compliance.
- Assist teachers, principals, and counselors with questions, problems and concerns regarding the assessment process.
- Assist in securing materials needed for assessments (calculators, dictionaries, large print tests, etc.).
- Receive, distribute, and return assessment materials to District Test Coordinator.
- Monitor the administration and security of state assessment materials.
- Develop a written work plan for each test administration that delineates the timelines, duties and responsibilities for secondary staff.
- Help resolve post-testing issues (e.g., student history updates, coding issues).
- Coordinate Istation testing for the campus.
- Coordinate at-risk data collection and verification for the campus.

- Facilitate the McKinney-Vento Act requirements as the Campus Homeless Liaison.
- Manage the Migrant Education Program.
- Bilingual Education/English as a Second Language (BE/ESL) Program: test BE/ESL students, schedule and facilitate all LPAC meetings, assemble, maintain and archive ESL records, monitor compliance of program with state and federal guidelines, and attend Region 10 trainings.
- Coordination of other assigned special programs.

Communication

- Serve as the primary contact between campuses and the District Special Programs Coordinator/District Test Coordinator.
- Coordinate student testing schedules and assignments.
- Collaborate with the District's PEIMS Coordinator to ensure the accuracy of information on student answer sheets.
- Report any suspicion of testing irregularities to the District Test Coordinator.
- Coordinate with District's PEIMS Coordinator the six-weeks BE/ESL reports and the Early Reading Indicator Reports

Other

- Comply with district policies, as well as state and federal laws and regulations.
- Maintain confidentiality in the conduct of district business.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent standing, stooping, bending, walking, lifting, pulling and pushing. Move small stacks of textbooks, testing materials, media equipment, desks, and other classroom equipment. Work may be required both inside and outside.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: _____ Signature: _____ Date _____

Supervisor Signature: _____ Date _____