



Job Title: **Assessment Logistics Manager**

Department: **Research & Assessment**

Supervisor: **Director of Institutional Research & Assessment**

Lane Placement: **ESP Lane 7**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 8**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the District's Director of Institutional Research and Assessment Manager, the individual over Assessment Logistics will develop the assessment calendar and the schedule of test material deliverables to the 44 Canyons schools. This schedule needs to comply with state deadlines and also provide time for final verification and quality control of secure testing documents. He/she will work with the Information Systems database programmer to develop course and student information that will be electronically submitted to the Utah State Office of Education and will be used for customized student answer sheets. Assessment Logistics will also be responsible for assisting the Director in developing school level summary reports that will be electronically published. He/she will post, to a secure ftp site, individual results and summary reports for schools and district leaders.

ESSENTIAL FUNCTIONS

- Develops, with the director and staff, the assessment calendar and schedule of key tasks for the five major U-PASS/NCLB achievement tests.
- Orders, organizes and prepares testing materials for distribution to Canyons schools.
- Develops course and student information that will be electronically submitted to the Utah State Office of Education for testing answer documents from the district's student information system (SKYWARD).
- Prepares testing materials to be returned to the Utah State Office of Education for scanning and scoring.
- Facilitates the complete and correct return of secure test materials by schools.
- Resolves testing error reports with schools in a timely manner.
- Trains new school staff that serve as "school test coordinators".
- Assists in the development of school results that will be electronically published.
- Manages and supports the secure ftp site for schools.
- Provides additional support to the department by answering telephones, acting at times as receptionist, typing, filing, disbursing, compiling information handled by the department.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires High School diploma, GED, or equivalent. Verification may be requested.
- Requires a minimum of twelve months training in office skills and procedures.
- Requires a strong understanding of excel or other spreadsheet software.
- Requires excellent organizational skills.
- Requires excellent data entry skills and strong attention to detail.
- Requires strong interpersonal and communication skills, the ability to communicate both orally and verbally with principals, counselors, teachers and the Utah State Office of Education.
- Requires demonstrated ability to prioritize workload based on various deadlines.
- Requires a demonstrated work history of handling confidential student materials.
- Preference given to those individuals experienced in working in district office/school settings.
- Preference shall be given to individuals who have experience with Canyon's/Jordan's student information system, SKYWARD.
- Preference given for individuals who are experienced in developing web pages and/or posting content to websites.
- Preference given to individuals who are experienced in analyzing data for patterns and trends using either Excel or SPSS.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Work requires moderate physical exertion - lifting equipment and materials of up to thirty-five (35) pounds.
- Will experience pressure and stress to meet deadlines.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020