



Human Resources Office

102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

MAY 25, 2023

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

INSTRUCTIONAL ASSESSMENT AND DATA SPECIALIST NORTH HARFORD HIGH SCHOOL *Position Effective for the 2023-2024 School Year (Internal Candidates Only)

Under the direction of the Principal and Office of Accountability, the Instructional Assessment and Data Specialist oversees the administration of the state and local assessment and accountability programs in the school.

- *This is a 10-month Teacher Specialist position*
- *Teacher Specialists are required to work one additional hour per day beyond the teacher schedule*
- *Position is eligible for the teacher specialist stipend*

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.






- Serves as the primary school test coordinator, designated by the Maryland State Department of Education, to coordinate the state assessment program including, but not limited to, the Kindergarten Readiness Assessment (KRA), Maryland Comprehensive Assessment Program (MCAP) in reading and mathematics, the Maryland Integrated Science Assessment (MISA), the Social Studies Grade 8 assessment, W-ACCESS for English Language students, and the alternative assessments for identified students with disabilities.
- Serves as the primary school test coordinator for the local assessment program including, but not limited to, Reading Inventory, Mathematics Inventory, Performance Series, and district assessments created by content supervisors.
- Enforces test security guidelines and requirements, including the reporting of test irregularities and violations.
- Collaborates with the Office of North Star and School Performance Initiatives through a variety of means including monitoring student performance data, creation of reports, communication with stakeholders including but not limited to college and career readiness opportunities and experiences.
- Serves as the Performance Matters liaison with the Office of Accountability. Provides training for staff members on the student instructional database and assessment management system and completes school data requests.
- Promotes assessment and data literacy through professional development opportunities, including appropriate uses of data, the triangulation of data, and formative assessment measures.
- Collaborates with school-based and district staff members to properly identify students with approved accommodations on local and state assessments.
- Attends and provides professional development regarding assessments and accountability matters including test administration procedures and guidelines, test security guidelines, data interpretation and analysis, and use of assessment results for instructional purposes.
- Supports the School Performance and Achievement Team through the creation of reports and provides data analysis regarding assessment and accountability measures.
- Oversees the implementation of state, district, and school-based surveys.
- Serves as the College and Career Readiness Coordinator, College Board Coordinator, and Bridge Plan for Academic Validation contact at the secondary level.
- Works collaboratively with the Office of Accountability to complete student articulation data.
- Performs other work-related duties as assigned.

SALARY

- Salary is in accordance with the HCEA ten-month salary schedule for certificated teachers.

REQUIREMENTS

- Master's Degree in education from an accredited college or university.
- Hold a current Advanced Professional Certificate. Administrator I endorsement is preferred.

-  Proficient with Performance Matters or another student instructional database and assessment management system.
-  Experience with implementing local and state assessments.
-  Strong data analysis skills, including the use of data to improve student growth.
-  Proficient with the use of Microsoft Office software programs and eLearning platforms.
-  Strong project management skills and ability to manage multiple projects simultaneously within deadlines.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online employment applications will be accepted until **Thursday, June 1, 2023**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools Involving **students**, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or Kenneth.Miller@hcps.org; Involving **all other members of the school community**, refer to: Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE