EDUCATION TESTING / ACCOUNTABILITY CONSULTANT I

Description of Work:
Employees in this class assist in the performance of technical and professional assignments in the design, development and implementation of policies, processes and procedures for psychometrically reliable and valid educational assessments, as well as the administration of these instruments, for the statewide public schools testing program. Work includes assisting in the development and production of program evaluation studies, research studies and reports on effective educational practices. Work is advanced and technical, requiring knowledge of elementary and secondary education programs, knowledge of statistics and testing, and the ability to communicate effectively with other agency professionals and school administrators. May perform related work as required.

Examples of Major Work Functions:

Policy Design and Development - Assists in the design, planning and implementation of policies, processes and procedures for producing psychometrically reliable and valid testing instruments for grades 3-12; assists in the development of the appropriate guidelines and procedures for administering, scanning and scoring the tests; and assists in the establishment of rules, guidelines, procedures and training protocols for administration, use of testing accommodations and score interpretation.

Data Collection and Analysis - Assists in the review of results of tests and performs basic analyses on data to ensure they are accurate and appropriate; assists in the development, implementation and evaluation of surveys/survey data in support of the development and implementation of uniform testing procedures; collects and analyzes data related to Testing irregularities; and assists with the interpretation and explanation of data and data utilization to school personnel.

Training and Consultation - Assists in providing training, technical assistance and support to colleagues and educators in their specific area of responsibility; assists with monitoring contractual staff activities as well as processes related to test administration; assists with monitoring the progress of local school systems and schools toward meeting and exceeding expected growth; assists with construction of training programs to describe and provide information on the program requirements for agency staff, staff from other institutions and the general public; and monitors educational trends and developments to anticipate changes in the educational system in North Carolina.

Communication - Clearly and concisely conveys policies, procedures, reports and information verbally and in written form; and effectively presents ideas to individuals or groups to ensure that they understand the issues and information. Presents program results and summaries; adheres to psychometrically sound principles; and assists with the production of professional research publications and reports. May make professional presentations.

Recruitment Standards:

Knowledge, Skills and Abilities
Basic knowledge of elementary and secondary education programs.
Basic knowledge of statistics and testing.
Ability to collect and analyze a variety of data quickly and accurately.
Knowledge of professional educational developments and trends.
Maintains knowledge of federal, state and national guidelines, regulations and objectives pertaining to the assessment and reporting of student performance data.
Ability to use various computer software programs.

Minimum Training and Experience Requirements
A Master's degree in Education, Tests and Measurement, Education Research, Education/Quantitative Psychology and Statistics, or Statistics, and two years of directly related experience needed to perform the work; or an equivalent combination of education and experience.

All degrees must be received from appropriately accredited institutions.

Special Note
This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.