



TESTING ASSESSMENT SPECIALIST

GENERAL RESPONSIBILITIES

Under the direction of the Director of K-12 and Gifted Programs, the position works collaboratively with the gifted assessment team to assist in the identification and support of gifted students K-12. The position assesses students in a variety of settings using primarily group testing instruments, counsel parents in the interpretation of test scores as well as appropriate program options for gifted students and works with gifted program coordinators to assist and support delivery of services for gifted students K-12.

ESSENTIAL FUNCTIONS

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

- Assess K-12 students for gifted identification.
- Analyze gifted identification and Old Donation School (ODS) selection data to help develop programmatic goals.
- Assist with the development of gifted identification and ODS selection timelines.
- Provide professional learning to gifted resource teachers, gifted cluster teachers, and other instructional staff.
- Assist gifted resource teachers and classroom teachers with student observation and anecdotal notetaking for gifted identification.
- Communicate with building administrators, teachers, and parents regarding the gifted testing and selection process (?).
- Develop and build assessments to incorporate into the gifted identification process.
- Review current identification resources for applicability to the gifted program.
- Work collaboratively with gifted programs coordinators to develop short and long-term goals for the gifted program with an emphasis on K-12 alignment and articulation, as well as alignment to the *Local Plan for the Education of the Gifted*.
- Work collaboratively with staff members in the Department of Teaching and Learning and other departments, as assigned.
- Serve on a variety of local and state committees, representing the school division in educational projects and initiatives.
- Stay abreast of the most current research in gifted education, gifted identification, leadership, and equitable practices.
- Perform related work, as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must possess a thorough knowledge of the principles and practices of curriculum, instruction, and assessment; comprehensive knowledge of gifted education; knowledge and effective skills for the selection of gifted testing resources and assessment development. Must have the ability to analyze information and evaluate results to choose the best solution and solve problems; ability to guide and train teachers in effective instructional techniques and strategies; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, teachers, staff, and the public.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree in education. Must have or be eligible for a teacher license from the Virginia Department of Education with an endorsement in gifted education and three (3) years of experience as a gifted resource teacher.

Preferred: Master's Degree and a knowledge of aptitude testing and testing interpretation. Experience in the Virginia Beach City Public Schools gifted program is a plus.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, and reaching. Occasional stooping and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/21
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