



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Assessment and Evaluation Analyst – Assessment Office
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8425
<b>Reports to:</b>	Director of Assessment
<b>Shift Length:</b>	8 hours
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$65,000

**Position Summary:**

The Assessment and Evaluation Analyst supports the Assessment Office with collecting, manipulating, and analyzing assessment data, creating reports and visualization to inform decision-making processes, assisting the administration of district, state college, and career assessments, ordering/shipping/receiving assessment materials, providing training and support to schools and staffs, assessment management software support and training, and other duties as assigned.

**Essential Functions:**

- Train and support staff in planning and administering assessments and in using assessment management tools that generate student assessment reports
- Generate reports directly from assessment, student, and other database systems
- Support district and school improvement efforts by completing statistical trend analyses, projects, and other descriptive and inferential statistical analyses as needed
- Serve as a liaison to other district central offices in the acquisition and interpretation of data for school and central administration purposes
- Accurate data entry and standard English text editing
- Work with MS EXCEL to convert data, delimit data files, apply formulas, create charts, sort, subtract, format, etc.
- Facilitate the timely dissemination of user-friendly performance, statistical, and trend data to schools and central offices
- Work closely with other offices to ensure critical assessment, data, and evaluation projects are prioritized and implemented at both the school and central levels to facilitate school/district improvement
- Assist and train other offices and staff members in the monitoring and intervention process including classroom visitations, observations, and constructed response scoring
- Support the department by helping to prepare, deliver, and supervise workshops on data analysis, data use, assessment procedures, and assessment software systems

**Knowledge, Skills, and Abilities:**

- Extensive knowledge and experience in MS EXCEL, data manipulation, visualization, and analysis
- Knowledge and understanding of standardized testing, including test security, testing procedures, and proctoring of standardized assessments
- Knowledge of using assessment management software systems
- Knowledge and familiarity with quality data checks and data validation
- High level of initiative, and ability to make independent judgments and decisions about procedures to be followed and actions to be taken, given the basic goals and methods of the office
- Ability to handle sensitive and confidential material with discretion and tact



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**Experience:**

- Professional experience using large-scale data systems, and statistical packages, including MS Excel, SPSS, and/or SAS
- Demonstrated ability to use assessment management software systems including the Missouri State data systems
- Excellent verbal and written communication skills
- Proficient in word processing and spreadsheet applications

**Preferred:**

- Documented professional experience in using education-related technology systems including large-scale student information systems and assessment management systems
- Two or more years of assessment management experience

**Education:**

- Bachelor's degree in education, psychology, statistics or related field

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date



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***In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.***