

Instructional Facilitator of Assessment

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Coordinator of Assessment, the Instructional Facilitator of Assessment is responsible for implementing and coordinating the administration of all state and local assessments in the Howard County Public School System. The Instructional Facilitator mentors new School Testing Coordinators (STCs) and Leadership Interns to support the implementation of the HCPSS assessment program. The office works to prepare resources, track student requirements, manage secure inventories, and produce student home reports.

ESSENTIAL POSITION RESPONSIBILITIES

- Support new and existing staff in the administration of all state and local assessments in the Howard County Public School System. This includes school visits, virtual work sessions, phone support and compliance monitoring.
- Create resources for STCs that include organization tools, teacher training materials, and technical quick reference cards. Conduct optional training and work sessions for STCs, testing assistants and technology coordinators.
- Review all manuals and documentation related to new and ongoing assessments. Summarize key information/changes for school-based personnel and maintain online documentation and reference materials.
- Act as a school testing coordinator or test administrator to supplement school-based staffing. Deliver individual or small group assessments at the central level to meet the needs of specific programs or individual students.
- Manage staff accounts and student registrations within testing platforms. Utilize spreadsheets to upload multiple sets of data to assessment vendors.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Master's Degree, or equivalent post-undergraduate experience, from an accredited college or university in a Social Science area related to the work of the Assessment Office (e.g., Education, Psychology, Counseling, Evaluation, Research, Sociology, Psychometrics, etc.).

Certification:

- Hold a current Maryland State Department of Education (MSDE) educator certificate with the Administrator I endorsement.

Experience:

- Three (3) years of experience planning and administering state and local assessment delivery.

PREFERRED QUALIFICATIONS

- Three (3) years of experience as a designated School Testing Coordinator in the PreK-12 setting.
- Three (3) years of experience designing and delivering professional learning opportunities.
- Three (3) years of experience using student data (i.e., attendance, behavior, residency, etc.) to make school-based decisions.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of methods of collecting and organizing data and information; statistical methods in assessment; assessment processes; educational programs and organizations; records management techniques; current office management practices including filing systems, letter and report writing; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; public and human relations skills.
- Knowledge of testing accommodations for digital and paper-based assessments. Experience working with teachers and school administrators on the collection and use of student academic data to increase student achievement and improve instruction.
- Experience in test administration, development, and knowledge of current assessment practices.
- Knowledge of the Maryland state plan for “Every Student Succeeds Act” (ESSA).

Skills:

- Experience with advanced Microsoft Excel.

Abilities:

- Coordinate, plan and organize work, gather, analyze, and interpret test results; learn, understand, apply, and communicate applicable laws, rules, regulations, procedures, and policies; maintain currency of information regarding assigned programs and tasks; prioritize tasks and do several tasks simultaneously; conduct assessment activities.
- Understand and independently execute oral and written instructions; compile and maintain accurate and complete records; gather, compile, and assemble source data; efficiently prepare accurate reports and correspondence; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets, and other documents as needed to fulfill the requirements of the job.

- Learn and successfully use new software programs as required; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; train and provide work direction to student workers and temporary staff; communicate effectively in both oral and written form.
- Understanding of, sensitivity to, and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students.
- Ability to develop and present ideas effectively, orally, and in written form.
- Ability to establish and maintain effective working relationships with school and central office administrators.
- Ability to follow oral and written direction of a technical nature, and work independently with minimal guidance.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based upon your education, training, and experience as they relate to the requirements and preferred qualification of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators (HCASA) employee bargaining unit. The current salary range for this position is the Facilitator, Central Office I lane of the salary scale for School-Based and Central Office Administrators, \$87,690 - \$153,623. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the

basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, certificate, and transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
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Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.