

SFY 2016 Budget Update Utah State Office of Education

Assessment and Accountability

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Assessment and Accountability Mission

The mission of Assessment and Accountability is to serve the public by providing measurable information about Utah students' core knowledge, skills, and abilities; acquired through high quality valid and reliable assessments. We strive to:

- Positively impact student learning and the public's understanding through quality assessment;
- Provide meaningful assessment that is essential to assess the extent of student progress toward proficiency;
- Provide accurate, understandable reporting that is essential so that all stakeholders in Utah education have the data needed for making effective decisions concerning school policies, programs and curricula;
- Provide knowledge about use of accountability measures, resources/tools to support best practices in the area of assessment and support broad understandings;
- Utilize innovative technologies support valid and cost-effective indicators of student proficiency;
- Accomplish all tasks through positive collaborative partnerships with districts and state agencies.



Assessment
and Accountability

Programs/Assessments mandated by federal code state statute, and board rule:



Assessments and Tools Supported by USOE	Mandate
Student Assessment of Growth & Excellence (SAGE, American Institutes for Research) Summative, Interim, and Formative Systems, item development and professional development	Utah House Bill 15 (2012)
ACCESS for ELLs (WIDA Consortium, University of Wisconsin)	Federal ESEA Title III
Dynamic Learning Maps (DLM Consortium, University of Kansas)	Federal 34 CFR 200.6(a)(2)
Online Formative Writing Tool (Utah Compose)	USOE R277-404-3 (A)(2)
Online College Test Preparation (Shmoop)	Utah Senate Bill 175 (2013)
ACT/Explore/Plan (ACT)	Utah Senate Bill 175 (2013)
K-3 Reading Tool (Amplify, Voyager)	Utah Senate Bill 263 (2015)

Programs/Services provided at the discretion of the section or Superintendent / Directors:

	Amount
Workshops and Conferences	\$174,120.00
In state travel/ out of state travel	\$85,300.00
Supplies and Materials	\$17,186.00
Operating Costs	\$194,034.00
Equipment	\$64,995.00

Workshops /Conferences	Description of Services	Amount	Funding Source
Assessment and Accountability, Utah Compose, and Formative Writing	<p>Assessment and accountability staff provide a wide range of professional learning opportunities for LEAs and schools designed to write, implement and use classroom and large-scale assessments and assessment/accountability data to support instruction and student learning. These workshops are tailored to meet specific program and LEA goals including:</p> <ul style="list-style-type: none"> • SAGE Item development, administration, use of data • K-3 Reading, ACCESS, DLM assessments and use of data • Formative tools (SAGE Formative, Utah Compose, UTIPS) • Assessment literacy for administrators and teachers • Accessing and using USOE-provided assessment and accountability data (publicly reportable data, accountability reports) 	\$174,120.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation

Programs/Services provided at the discretion of the section or Superintendent / Directors: continued

Travel	Amount	Funding Source
In-State Travel	\$35,176.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2015 NAEP Carryover • 2016 Mineral Lease Funds
Out-State Travel	\$50,125.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2015 NAEP Carryover • 2016 Mineral Lease Funds

Supplies and Materials	Amount	Funding Source
Office Supplies	\$7,986.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2015 NAEP Carryover • 2016 Mineral Lease Funds
Printing	\$4,000.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2016 Mineral Lease Funds
Copies	\$3,800.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2015 NAEP Carryover
Data Processing - Supplies	\$1,400.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2016 Mineral Lease Funds

Programs/Services provided at the discretion of the section or Superintendent / Directors: continued

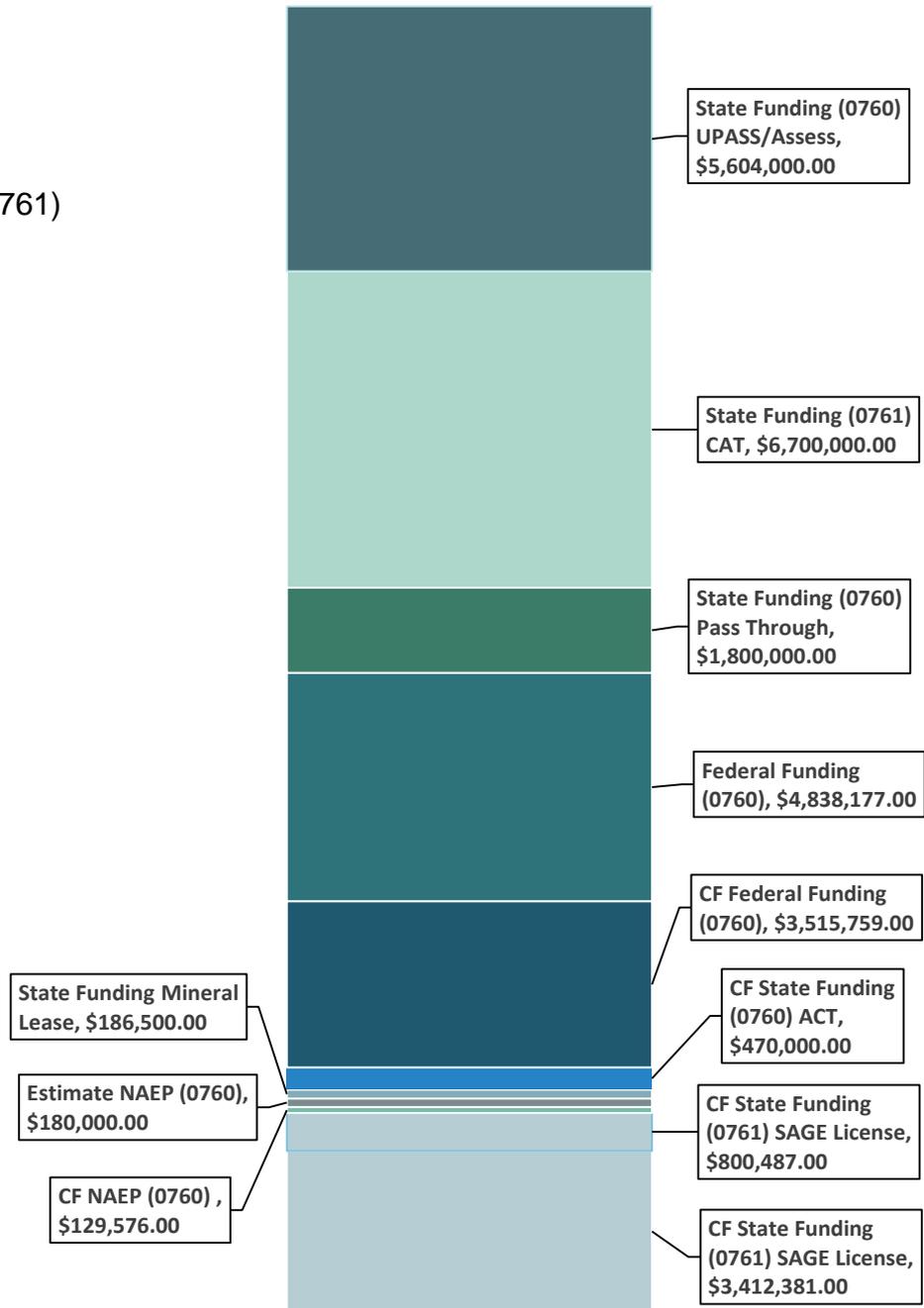
Operating Cost	Amount	Funding Source
Building & Grounds Operations	\$22,538.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2015 NAEP Carryover • 2016 Mineral Lease Funds
Insurance & Bonds	\$6,252.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2015 NAEP Carryover • 2016 Mineral Lease Funds
Membership - SCASS/CCSSO	\$103,775.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Mineral Lease Funds
Professional Dev/Training/Seminars	\$61,469.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2015 Federal Carryover • 2015 NAEP Carryover • 2016 Mineral Lease Funds
Equipment	Amount	Funding Source
Office	\$16,500.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2015 NAEP Carryover • 2016 Mineral Lease Funds
Data Processing Hardware	\$48,495.00	<ul style="list-style-type: none"> • 2016 State Assessment Allocation • 2016 Federal G-5 Grant • 2015 NAEP Carryover • 2016 Mineral Lease Funds

Assessment and Accountability SFY 2016 Revised Budget

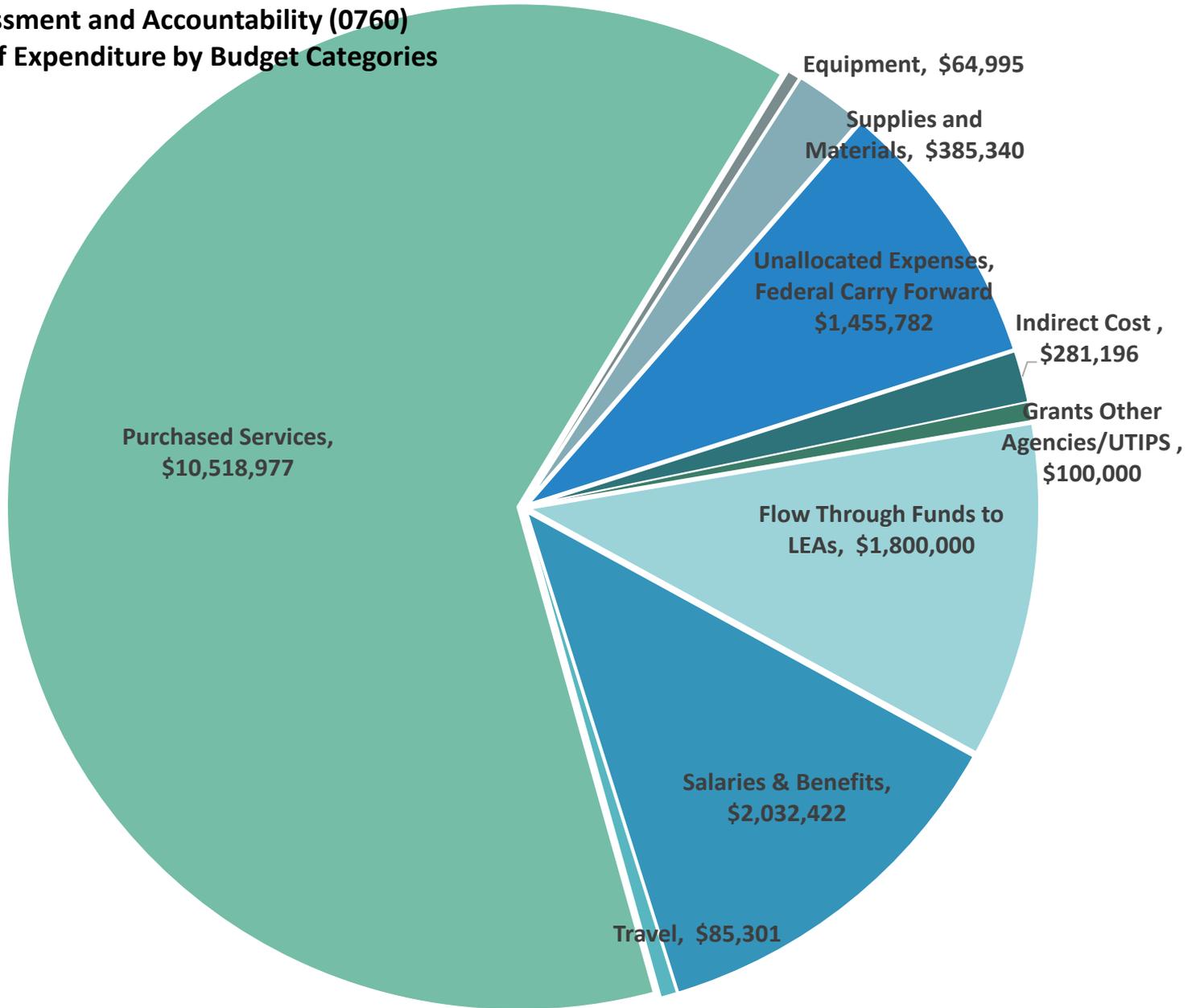
<u>Line Item</u>	<u>SFY 16 Original Budget</u>	<u>State</u>	<u>Federal</u>	<u>NAEP</u>	<u>Mineral Lease</u>
Salaries	\$1,355,498.00	\$536,524.00	\$668,212.00	\$80,229.00	\$70,533.00
Benefits	\$787,404.00	\$311,035.00	\$388,534.00	\$45,176.00	\$42,659.00
Purchased Services	\$20,884,413.00	\$15,191,507.00	\$5,686,418.00	\$4,020.00	\$2,468.00
In State Travel	\$35,175.00	\$15,000.00	\$6,271.00	\$854.00	\$13,050.00
Out of State Travel	\$50,125.00	\$15,000.00	\$19,000.00	\$13,625.00	\$2,500.
Supplies and Materials	\$802,405.00	\$733,492.00	\$34,612.00	\$3,630.00	\$30 671.00
U-PASS Flow Through	\$1,800,000.00				
Unallocated Expenses	\$1,455,782.00		\$1,318,813.00	\$136,969.00	
Equipment	\$64,995.00	\$ 31,750.00	\$26,500.00	\$2,500.00	\$4,245.00
Capital Expenditures					
Indirect Costs	<u>\$301,083.00</u>	\$152,561.00	\$105,575.00	\$22,573.00	\$20,374.00
Total:	\$27,636,880.00				

***\$676,000.00 of 2016 Federal Grant transferred to Information Technology

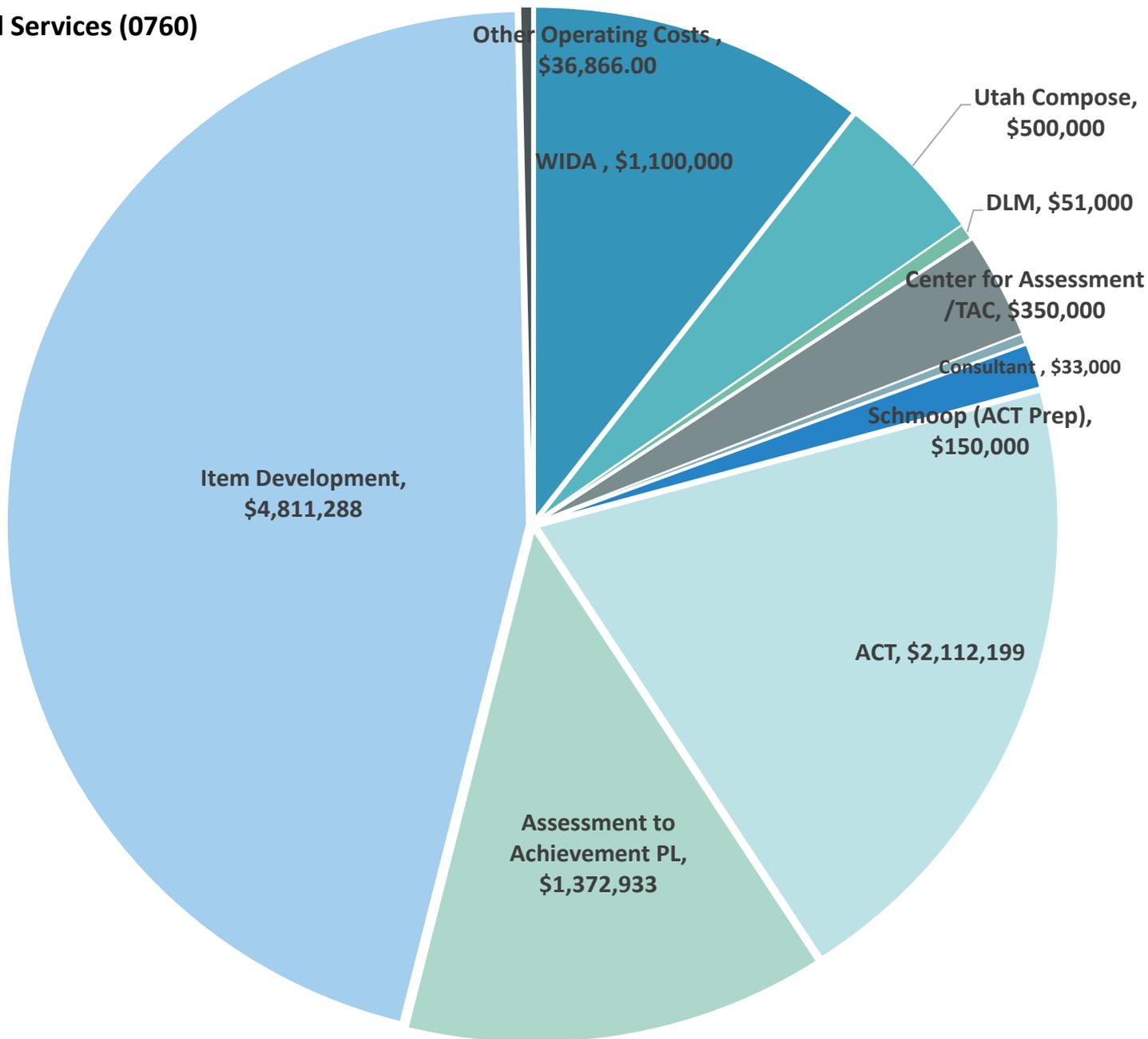
Assessment and
Accountability (0760/0761)
Funding Sources



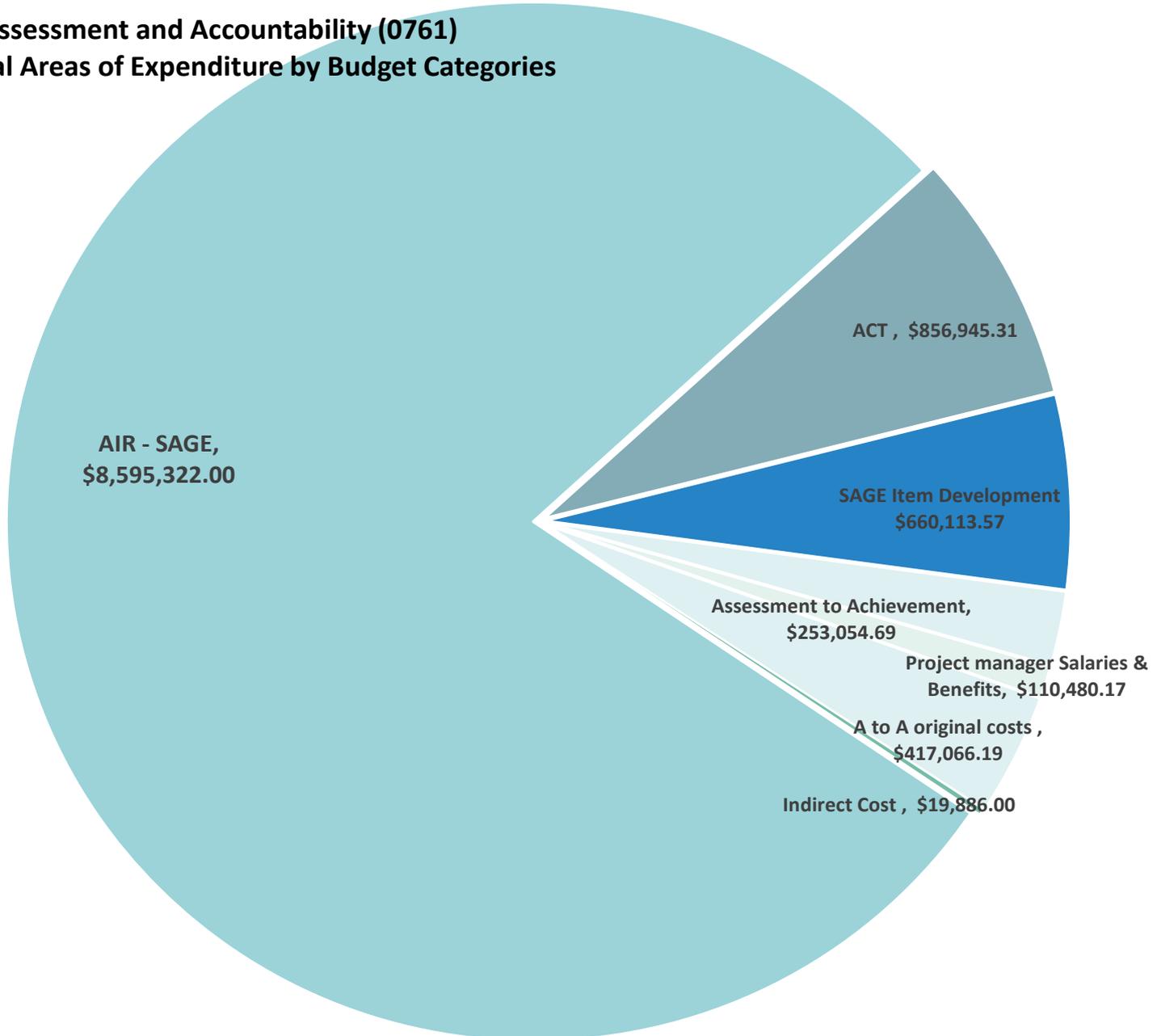
**Assessment and Accountability (0760)
Areas of Expenditure by Budget Categories**



Purchased Services (0760)



Assessment and Accountability (0761)
Additional Areas of Expenditure by Budget Categories



Budget Shortfalls?

- Shmoop
- Workshops Conferences
- Travel
- Assessment and Accountability trainings and assistance
- LEA Outreach/Professional Learning



Wish List

- Additional resources for Utah formative assessment
- Additional “boots on the ground” for *Assessment to Achievement* project
- Additional resources for outreach/accountability training
- Additional resources for data literacy supports to LEAs
- Additional assessment item development



Assessment
and Accountability

Assessment & Accountability (0760/0761) Funding Sources	Board Approved Budget FY 2016	Revised Budget	Explanation of Change
State Funding (0760 project 30)	\$ 5,604,000	\$ 5,604,000	
State Funding (0760 project 32)	\$ 1,800,000	\$ 1,800,000	
State Funding Carry Forward (0760 project 01)		\$ 470,000	CF - State (ACT)
State Funding Mineral Lease (0760 project 30)	\$ 186,500	\$ 186,500	
Carry Forward Federal (0760 project 30)	\$ 3,000,000	\$ 3,515,759	estimate
Federal (0760 project 30)	\$ 5,500,000	\$ 4,838,177	estimate
Carry Forward NAEP (0760 project 30)	\$ 100,000	\$ 129,576	estimate
Estimate NAEP (0760 project 30)	\$ 180,000	\$ 180,000	estimate
State Funding (0761 project 01)	\$ 6,700,000	\$ 6,700,000	
Carry Forward State Funding (0761 project 01)		\$ 3,412,381	CF - Sage License
Carry Forward State Funding (0761 project 34)		\$ 800,487	
Total	\$ 23,070,500	\$ 27,636,880	

Assessment & Accountability (0760) Areas of Expenditures by Budget Categories	Board Approved Budget FY 2016	Revised Budget	
Salaries & Benefits	\$ 1,987,570	\$ 2,032,422	only 2% increase
Travel	\$ 67,481	\$ 85,301	
Purchased Services	\$ 10,070,192	\$ 10,518,977	\$470k used for ACT shortfall
Equipment	\$ 46,250	\$ 64,995	underestimate
Supplies and Materials	\$ 138,834	\$ 385,340	underestimate
Unallocated Expenses	\$ 1,984,226	\$ 1,455,782	overestimate
Capital Expenditures			
Indirect Cost	\$ 275,947	\$ 281,196	underestimate
Grants and Transfers to Other Agencies		\$ 100,000	UTIPS development
Flow Through Funds to LEAs	\$ 1,800,000	\$ 1,800,000	
Total	\$ 16,370,500	\$ 16,724,012	

Assessment & Accountability (0761) Areas of Expenditures by Budget Categories	Board Approved Budget FY 2016	Revised Budget	
Salaries & Benefits		\$ 110,480	A to A project Manager
Purchased Services	\$ 6,700,000	\$ 10,365,436	SAGE plus item dev. ACT, A to A
Travel			
Supplies and Materials		\$ 417,066	A to A original expenses
Unallocated Expenses			
Equipment			
Capital Expenditures			
Indirect Cost		\$ 19,886	not originally estimated
Grants and Transfers to Other Agencies			
Flow Through Funds to LEAs			
Total	\$ 6,700,000	\$ 10,912,868	

Assessment & Accountability Purchased Services

Assessment/Other Contract	Description of Services	Amount	Funding Source
SAGE—American Institutes for Research	SAGE contract provides Utah statewide computer adaptive assessment system and related services.	\$8,595,322.00	<ul style="list-style-type: none"> 2016 State Online Adaptive Testing Allocation - \$6,700,000 2015 SAGE License - \$1,895,322
ACCESS for ELLs—WIDA Consortium	ACCESS contract provides English language proficiency assessment for pre-K – 12 th grade.	\$1,100,000.00	<ul style="list-style-type: none"> 2015 Federal Carryover
Dynamic Learning Maps—DLM Consortium	DLM contract provides DLM assessment for students with significant cognitive disabilities in grades 3 – high school	\$51,000.00	<ul style="list-style-type: none"> 2015 Federal Carryover
Utah Compose—Measurement Inc.	Utah Compose contract provides formative online writing tool for grades 3 – 12.	\$500,830.00	<ul style="list-style-type: none"> 2016 State Assessment Allocation
Online College Test Preparation—Shmoop	Online College Test Prep contract provides online ACT preparation.	\$150,000.00	<ul style="list-style-type: none"> 2016 State Assessment Allocation
ACT—ACT, Inc.	ACT contract provides a national college readiness examination.	\$2,969,145.00	<ul style="list-style-type: none"> 2016 State Assessment Allocation - \$1,642,200 2015 SAGE Carryover - \$856,945 2015 State Carryover - \$470,000 <p>(There will be a shortfall in fiscal year 2017. ACT testing price has increased by 30%. A one time legislative allocation was made in 2015, however, another one will be needed)</p>

Assessment & Accountability Purchased Services Continued

Assessment/Other Contract	Description of Services	Amount	Funding Source
Assessment to Achievement— Education Direction	<ul style="list-style-type: none"> A to A contract provides instruction to build capacity for effective use of assessment data. USOE provides staff support, project management, meeting space, stipends, books, on-site visits, etc. 	\$2,000,000.00	<ul style="list-style-type: none"> 2015 SAGE License designated to Assessment to Achievement
TAC/PAC—Center for Assessment	TAC/PAC contract provides expert technical consultancy on assessment & accountability issues for state and federal large scale summative assessment issues to meet industry standards.	\$350,000.00	<ul style="list-style-type: none"> 2015 Federal Carryover
Consultant—Dr. Charles Hausman	Dr. Hausman contract provides research evaluations and analyses of SAGE, ACT, and other state assessments.	\$33,333.33	<ul style="list-style-type: none"> 2016 State Assessment Allocation
Item Development—Vendor TBD- Pending Board Approval	Development of SAGE item bank required to update the SAGE assessment to complete the standards based item bank. Over 8,000 item needed over the next two years that include new complete science test.	\$5,471,402.00	<ul style="list-style-type: none"> 2016 State Assessment Allocation - \$2,015,000 2016 Federal G-5 Grant -\$1,964,217 2015 Federal Carryover - \$832,072 2015 SAGE Carryover - \$660,114
UTIPS	Development of Utah formative assessment system and current teacher formative bank	\$100,000.00	<ul style="list-style-type: none"> 2016 Federal G-5 Grant
College Board for AP Data	State level data file provided	\$525.00	<ul style="list-style-type: none"> 2016 State Assessment Allocation
SAGE Item Development	Utah Development of Science, Math, and ELA items for end of level summative, computer adaptive assessment.	\$5,471,402.11	<ul style="list-style-type: none"> 2015 State Carry Forward (License fees) \$660,113.57 2016 State Assessment Allocation \$2,015,000.15 2016 Federal Grant \$1,964,217.00 2016 Federal Grant \$832,071.54

Assessment and Accountability Unallocated Expenses Line Item

Funding Source	Allocated	Anticipated Expense	Remaining Balance	Description
T016 State Assessment Allocation	\$7,404,000.00	\$7,404,000.00	\$0.00	ACT appropriation is needed, not fully funded at this time
T766 G-5 Federal Grant	\$5,514,177.00	\$4,195,364.00	\$1,318,813.00	Federal Carryover anticipated to be needed for testing in 2018
T765 Anticipated Federal Carryover	\$3,515,393.00	\$3,515,393.00	\$0.00	Used for various assessments, technical services, anticipated item development
T836 NAEP	\$180,000.00	\$43,031.00	\$136,969.00	These funds can only be expended for purposes of the NAEP Assessment
T83 NAEP Carryover	\$129,576.00	\$129,576.00	\$0.00	The NAEP Federal carryover is expended for NAEP Coordinator and related expenses first.
T046 Mineral Lease Funds	\$186,500.00	\$186,500.00	\$0.00	Teacher specialist and related expenses as well as workshops and travel.
T016 Adaptive Testing Appropriation	\$6,700,000.00	\$6,700,000.00	\$0.00	This appropriation only meets a portion of funds needed to meet contract obligations
SAGE FY 15 Anticipated License Offset	\$4,212,868.00	\$4,412,868.00	\$0.00	These funds are dedicated to meet contract obligations and professional development
Total	\$31,062,227.00	\$28,186,732.00	\$1,455,782.00	

Assessment and Accountability: CCSSO SCASS Membership

State Collaboratives on Assessment and Student Standards (SCASS - See more at: [http://www.ccsso.org/Resources/Programs/State_Collaboratives_on_Assessment_and_Student_Standards_\(SCASS\).html#sthash.V1CBinxx.dpuf](http://www.ccsso.org/Resources/Programs/State_Collaboratives_on_Assessment_and_Student_Standards_(SCASS).html#sthash.V1CBinxx.dpuf))

Location	Philadelphia, PA and Fall and Winter Meetings
Dates	Three/Five days (TBD), June 2017
Personnel	5 Specialists, 2 Coordinators, 1 Director
Purpose	The State Collaboratives on Assessment and Student Standards (SCASS) strive to develop and implement high standards and valid assessment systems that maximize educational achievement for all children. Over the past 20 years, SCASS has brought State Education Agency (SEA) career service professionals together to solve complex problems impacting the states. SCASS groups are formed in response to specific project needs. Some SCASS groups focus on specific content areas like science, math, social studies, or English language arts. Others focus on policy, psychometric problems, or technology. Membership in SCASS represents an investment that sees its value leveraged and returned many times over through advocacy, program involvement, and professional development.
Training	Yes. Staff will share best practices and recommendations with Utah public education policymakers, USOE staff, LEAs and schools.

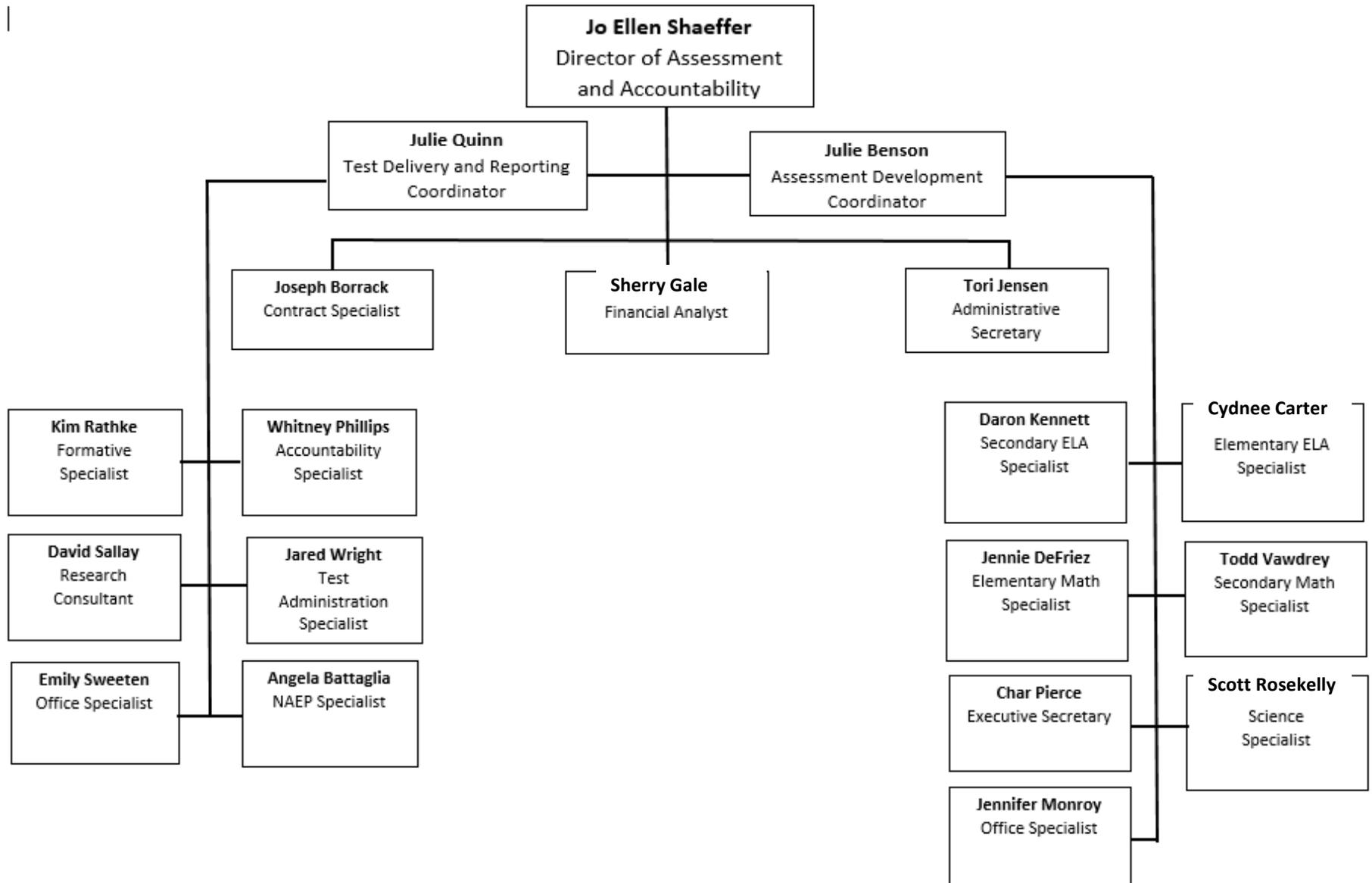
SCASS Assessment and Accountability Membership 2016:

- Accountability Systems and Reporting (ASR) Jo Ellen Shaeffer, Whitney Phillips
- Assessing Special Education Students (ASES) Jennie DeFriez
- Early Childhood Education Assessment (ECEA) (No Membership)
- English Language Arts (ELA) Julie Benson
- Math (Math) Todd Vawdrey
- English Language Learners (ELL) Daron Kennett
- Formative Assessment for Students and Teachers (FAST) Kim Rathke, Jared Wright
- Technical Issues in Large-Scale Assessment (TILSA) Julie Quinn

Assessment and Accountability: FY16 Salaries and Benefit Line Item

# of FTEs (20 Total)	Position	Funded By
3	Educational Specialist	State (8 FTEs)
1	Financial Analyst II	
1	Administrative Secretary	
1	Office Specialist	
1	Educational Coordinator	
1	Educational Director	
6	Educational Specialist	Federal (10 FTEs)
1	Educational Coordinator	
1	Research Consultant	
1	Office Specialist	
1	Executive Secretary	
1	Educational Specialist	NAEP (1 FTE)
1	Educational Specialist	Mineral Lease (1 FTE)

Assessment and Accountability Organization Chart



Assessment and Accountability Job Descriptions

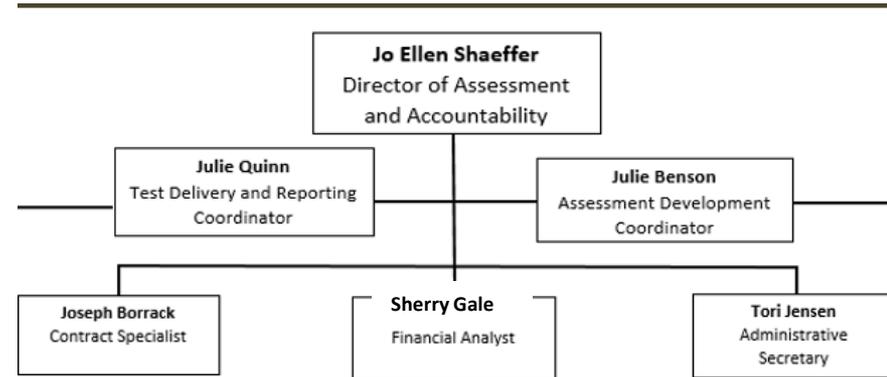
Assessment and Accountability Administration

Jo Ellen Shaeffer: Director, Assessment and Accountability

- Provides statewide leadership and vision for the assessment and accountability objectives of Utah's public education system;
- Responsibility to provide measurable information about Utah students' core knowledge, skills, and abilities; acquired through high quality valid and reliable assessments.
- Supervises Assessment and Accountability staff;
- Ensures compliance with state and federal legislation, Board Rule;
- Develop, implement and monitor contracts.
- Oversight of Assessment to Achievement Professional Learning
- Oversee accountability systems at the state and federal level, as well as the Governor's report card

Julie Quinn: Test Delivery and Reporting Coordinator

- Supervises staff
- Recommends assessment and accountability policy/procedure and methods/processes for supporting LEAs to the Director
- Monitors and supports LEAs with compliance to policy and procedure
- Assist with the development of and implement/monitor contracts
- Assists with technology support and needs to LEAs
- Oversight of data exchanges between USOE and vendors, reporting of student results
- Oversight of support and development of formative systems (Utah Compose, SAGE Formative, UTIPS)
- Oversight of data exchanges between USOE and vendors, reporting of student results
- Assisting with accountability oversight
- Lead liaison between IT/Assessment
- Lead support for new and existing assessment directors



Assessment and Accountability Job Descriptions

Assessment and Accountability Administration (continued)

Julie Benson: Assessment Development Coordinator

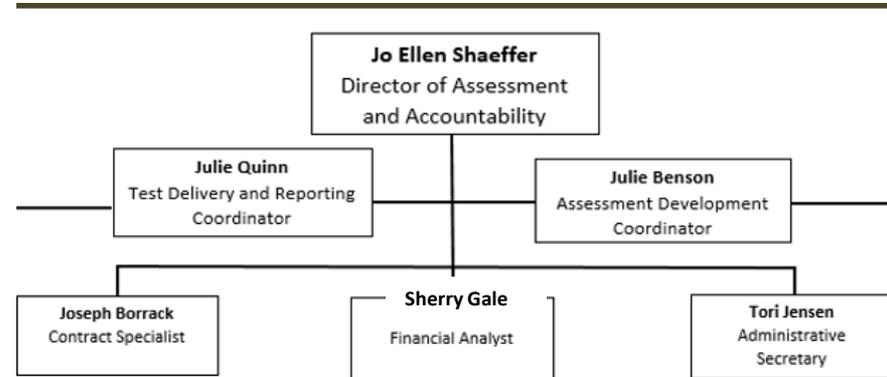
- Supervises staff;
- recommends assessment and accountability policy/procedure and methods/processes for supporting LEAs to the Director;
- monitors and supports LEAs with compliance to policy and procedure;
- Assist with the development of and implement/monitor contracts.
- Lead test development and oversight of content
- Develop and update test blueprints, item specifications, administration policies, and test administration documents for grades 3-11
- Lead development, quality control, and scoring of ELA items, passage sets, and essay prompts
- Lead educators in test preparation, administration, and the interpretation and use of SAGE data
- Lead and coordinate professional learning opportunities to support educators in developing instructional practices that will support understanding and teaching the core effectively based on needs identified by data.

Joseph Borrack: Contract Specialist

- Develops and writes all contracts for State Assessment and section vendors
- Negotiates multiple agreements between all parties
- Develops, coordinates all RFP's for State Assessments
- Develops and coordinates all other contracts for Assessment Sections
- Coordinates and oversees selection committees
- Oversees contract compliance and timelines
- Manages internal and external vendor expectation

Financial Analyst Sherry Gale

- Makes budget recommendations to the Director
- Manages day to day finance operations
- Provides support services to the section
- Manages day to day financial operations and processes
- Updates monthly expenditures
- Processes all payments and financial forms



Tori Jensen: Administrative Secretary

- Supports the Director and section
- Meeting support
- Internal and external communication
- Travel arrangements
- Scheduling support
- Support for Assessment to Achievement Professional Learning and meetings
- Provide internal and external customer service for the section as appropriate (phone, voice messages, email)
- Prepare handouts and workshop materials
- Send invitations to participants to attend TAC/PAC, monitor spreadsheets, and call participants and answering questions when necessary

Assessment and Accountability Job Descriptions

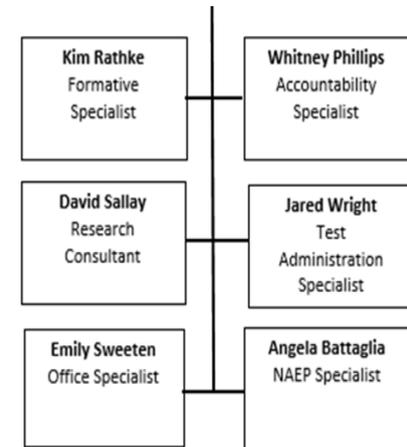
Assessment Delivery and Data Section: (continued)

Emily Sweeten: Office Specialist/NAG/ IT support

- Provides administrative support to the Test Administration and Reporting Team and an additional specialist (Joe Borrack, Contracts Specialist)
 - Manages, monitors and updates the section website according to policy
 - Manages, monitors and updates users for appropriate MoveIT accounts and folders
 - Monitors and investigates the status of section RFPs, RFIs, contracts
 - Tracks SAGE test participation by LEA, school and test for all testing windows
 - Provides clerical support
 - Arranges locations and catering for meetings/workshops, as appropriate
 - Uses BASE and appropriate systems to prepare documentation and process travel, expenses
- Supports the broadcast and recording of section webinars
- Acts as the section NAG representative
 - Provides tier 1 support for the section
 - Escalates issues to the USOE help desk, monitors through resolution
 - Manages hardware/software inventory, procures new hardware/software as appropriate and according to policy
- Acts as the section EAC representative
- Provide internal and external customer service for the section as appropriate (phone, voice messages, email, MoveIT, prepare and distribute communications)
- Provides back-up support to the entire section

Angela Battaglia: NAEP Specialist

- Utah's liaison for NAEP (90%, by contract)
 - Oversee the administration, support of NAEP in Utah
 - Analyze, interpret, and disseminate NAEP reports
 - Promote understanding of NAEP
 - Oversee Utah's administration of international assessments NAEP/TIMSS/PISA/PIRLS
- USOE duties (not to exceed 10%)
 - Assessment to Achievement – USOE lead for identified district and schools

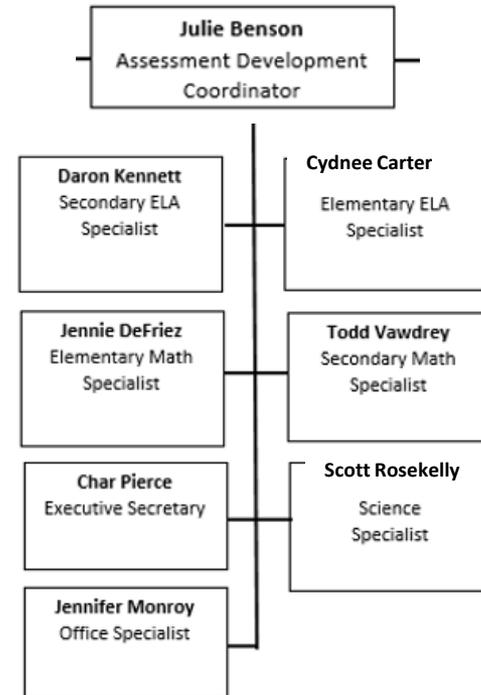


Assessment and Accountability Job Descriptions

Assessment Development and Content Section

Daron Kennett: Secondary ELA Assessment Specialist

- Develop and update test blueprints, item specifications, administration policies, and test administration documents for grades 7-11
 - Oversee development, quality control, and scoring of ELA items, passage sets, and essay prompts
 - Support educators in test preparation, administration, and the interpretation and use of resultant SAGE data
 - Oversee fulfillment of the WIDA contract, including representing Utah's interests on the WIDA Board
 - Monitor and support LEA compliance with federal and state guidelines for assessment of English learners
 - Support educators in test preparation, administration, and the interpretation and use of resultant W-APT and ACCESS data
 - Oversee fulfillment of the Assessment to Achievement contract, including supervising and reviewing vendor (Education Direction) performance and coordination of USOE personnel and resources
 - Support and liaise with current and future participating districts to leveraging outcomes for a wide-ranging, long-term impact on instructional practices
-
- Manage and facilitate all SAGE elementary math development work and workshops; PLD, blueprint, item writing, content review, bias and sensitivity review, text-to-speech review, web approval, TAM development, rubric validation, pilot stats review, and all multiple review iterations with vendor for each of the previous workshops/tasks
 - Provide professional development for LEAs/Schools as it relates to SAGE development, data, and production
 - Attend all meetings as they pertain to job responsibilities
 - Manage and facilitate implementation of accessibility and accommodations in the general statewide assessments. Manage the creation and implementation of Braille and American Sign Language development on all items and content for the SAGE interim and summative.
 - Assist SPED department with alternate assessments; Dynamic Learning Maps (DLM) and Science UAA; trainings, meetings, deployment, trouble shooting
 - Assessment to Achievement support for participating LEAs to leverage outcomes for a wide-ranging, long-term impact on instructional practices; 2015-2016 4 Box Elder SD schools.
 - Manage and facilitate the current Optional Kindergarten Assessment



Assessment and Accountability Job Descriptions

Todd Vawdrey: Secondary Math Assessment Specialist

- Oversee workshops for item development and review of assessment items.
- Ensure all assessment items are valid, aligned to the core, and accessible to students of all subgroups.
- Work with Teaching and Learning counterparts to ensure assessment impacts on instruction constructively influences student learning
- Advise LEAs on changes to assessment including content
- Build local capacity for creating and using quality assessments in classrooms as well as interpreting assessment data to improve a teacher's ability to target and customize instruction towards their respective student population
- Promote to LEAs availability of data through the Online Reporting System (ORS), the USOE Data Gateway, and SAGE Formative
- Ensure data and reports available are accurate, up-to-date, and educationally viable
- Advise USOE and third-party vendors on improvements to existing systems to increase the ease of use and impact of data on student learning
- Provide trainings to stakeholders (teachers, schools, and LEA admins) on how to effectively access student-level data and how to interpret results with an eye toward student achievement
- Outreach to LEA's training on mathematics assessment to improve instruction

- Develop test blueprints, item specifications, administration policies, and test administration documents for science assessments

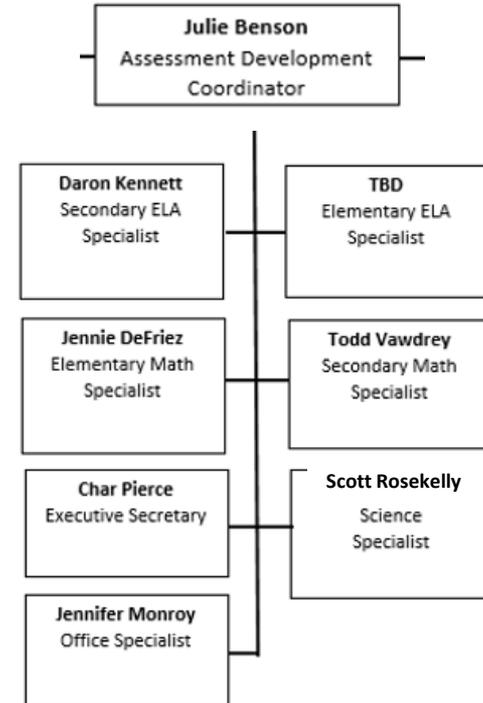
Scott Roskelley: Science Specialist

- Oversee development, quality control, and scoring of science assessments
- Work with teaching and learning as new science standards are written, adopted, and implemented
- Support educators by offering professional learning opportunities in test preparation, administration, instruction, and the interpretation and use of data as it relates to science.
- Outreach to LEA's training on science assessment to improve instruction

TBD: Elementary Cydnee Carter

- Develop and update test blueprints, item specifications, administration policies, and test administration documents for grades 3-7
- Oversee development, quality control, and scoring of ELA items, passage sets, and essay prompts
- Support educators in test preparation, administration, and the interpretation and use of SAGE data
- Provide professional learning opportunities to support educators in developing instructional practices that will support understanding and teaching the core effectively based on needs identified by data
- Oversee the administration and implementation of the DIBELS assessment
- Provide professional learning opportunities for LEAs to assist in building knowledge of the use, purpose, and implications of DIBELS data in identifying students who are at risk and then making decisions based on the data to provide intervention and support
- Oversee the K-3 reading data analysis contract which includes multiple vendors. Support LEAs in implanting the data analysis tool

Assessment Development and Content Section (continued)



Assessment and Accountability Job Descriptions

Assessment Development and Content Section (continued)

Jennifer Monroy: Assessment to Achievement Secretary/Office Specialist

- Lead support for Assessment to Achievement
- Arrangements for workshop locations, lodging for participants and USOE staff
- Arrange catering
- Finances: mileage, stipends, Purchase Orders, payments for venue and meals
- Prepare materials
- Back up help to the Content team.

Char Pierce: Executive Secretary

- Content Team Workshops for ELA, Math, and Science. Workshops include PLD workshops, Item Writing, Data Reviews, Content Reviews, Bias and Sensitivity Reviews, and Parent Reviews
- Send invitations to participants to attend workshops, monitor spreadsheets, and call participants and answering questions when necessary
- Prepare handouts and workshop materials for the Assessment Content Team
- General secretarial support to the Content Team Coordinator and Specialists
- Provide information to the public by phone or emails
- Prepare correspondence and materials for meetings and workshops
- Complete financial forms for travel, purchase orders, reimbursement for stipends/mileage, etc.
- Back-up to the Assessment to Achievement lead secretary.

