

Job Description

Title: Assessment, Research, & Evaluation MEP (Millard Education Program) Facilitator

Reports to: Director of Assessment, Research, & Evaluation

General Summary: MEP Facilitators support implementation of the District Strategic Plan by ensuring that the elements of the district assessment and evaluation process are utilized to provide critical assessment, survey and demographic information to administrators, instructional staff and the Board to be used in the decision making process. MEP Facilitators demonstrate the ability to work with a variety of people in multiple settings by working effectively with adult learners, applying appropriate facilitation techniques.

Essential Functions:

1. Deliver assessment-related staff development to teachers and administrators. This includes but is not limited to formative & summative assessments, data to improve instruction, common assessments, quality assessment indicators. (25%)
2. Manage NeSA district testing logistics, including Check 4 Learning, and assist the District Assessment Contact in NeSA functions. (15%)
3. Oversee Demonstration of Proficiency and Lowered Cut Score indication in student information system. (5%)
4. Ensure test administration of all students and oversee test administration of students testing off-site. (5%)
5. Manage real-time, problem solving assessment questions with building administrators. (15%)
6. Collaboratively manage Site Plan Data Retreats. (15%)
7. Manage Gallup surveys and collaboratively oversee district Engagement staff development. (5%)
8. Assist with Quality Assurance such as assessment document quality and data verification prior to publication. (5%)
9. Participate in meetings and trainings as requested, reacts to change productively, and performs other duties as assigned. (10%)

Length of Contract: Teacher contract, plus 20 additional days

Salary: Teacher Salary Schedule

Qualifications:

1. Education Level: Master's Degree or equivalent
2. Certification or Licensure: Valid Nebraska teaching certificate.
3. Experience desired: Successful K-12 teaching experience.
4. Other requirements: Strong computer skills with the ability to learn new computer programs quickly. Demonstrated ability to work with a variety of people in varying settings. Strong communication skills, oral and written. Excellent team collaboration.

Special Requirements:

(note – still update to match original)

	Occasional	Frequent	Constant
	0 - 32%	33 - 66%	67% +
1. Standing			
2. Walking			
3. Sitting			
4. Lifting 50-60 lb max.			
5. Carrying 50 feet			
6. Pushing / Pulling			
7. Climbing / Balancing			
8. Stooping / Kneeling / Crouching / Crawling			
9. Reaching / Handling			
10. Speaking / Hearing			
11. Seeing / depth perception / color			

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public Schools

Revised: June 17, 2009
Revised: February 3, 2014