

**Human Resources Section**  
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**Mathematics Assessment Specialist (188)**  
**Office of Accountability & Assessments, Hodge Building, Oklahoma City**

*(Applications will be accepted for this unclassified vacancy until position has been filled)*

**GENERAL DESCRIPTION**

Under general direction, oversee the development and implementation of the mathematics assessments in Grades 3-8 and the end-of-instruction mathematics assessments included in the Oklahoma School Testing Program (OSTP).

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a master's degree or National Board Certification *[official transcript(s) required]*;  
AND
  - ❖ 3 plus years experience in education with a master's degree (Mathematics preferred); OR
  - ❖ 5 plus years experience in education with a bachelor's degree in Mathematics or Education (with emphasis in mathematics preferred).

**KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of state and federal school laws, rules and regulations as they pertain to student assessment.
- Knowledge of tests and measurements.
- Ability to establish and maintain satisfactory and effective working relationships with fellow employees, school officials, public school administrators, and the general public; to conduct in-services with teachers and school administrators; to express facts and opinions clearly and concisely; to adapt to an automated work environment.
- Applicants must be willing and able to perform necessary job-related travel.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

**EXAMPLES OF WORK PERFORMED**

- In regard to the OSTP act (70 O.S. § 1210.508 et. seq.) plan, prepare, and conduct test preparation and test interpretation in-services with teachers and administrators in schools.
- Review and revise items for quality and alignment according to test and item specifications; help edit and restructure manuals as needed; coordinate and help facilitate teacher committees for data reviews, item reviews, and standard settings; keep up with changing laws and rules for testing, special education, alternative education, and reading proficiency; contribute to all phases of development of state assessments; create and conduct presentations on numerous assessment related issues; conduct test preparation and test interpretation trainings for school administrators and teachers.
- Collaborate with content leads from contracted vendors and math curriculum directors on construction of tests and other ancillary test documents.
- Develop instructional and informational materials to use as handouts in conducting in-services and consulting with school faculties; present at regional, state, or international conferences, and for other purposes as needed.
- Team with other State Department of Education employees to integrate assessment and curriculum and provide services to schools. Perform other related duties as needed.

**COMPENSATION**

Annual Salary - \$50,000      Retirement Contribution - 7% of annual salary      Insurance (health, life, dental, disability) - \$7,691

*Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 7152

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