



# DOE HUMAN RESOURCES OFFICE

## CHUUK STATE SCHOOLS SYSTEM

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### EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-034-2014**

**Opening Date:** 23 June 2014

**Closing Date:** 23 July 2014

**Position/Title:** Testing and Assessment Specialist  
**Grade/Step:** PL 19 - 25  
**Salary:** \$6,248.32 to \$8,752.64 p/a

**Location:** Division of School Support  
Department of Education  
Weno, Chuuk State

**Position Supervised by:** Curriculum, Instruction and Assessment Coordinator

<b>SUMMARY:</b>	The Testing and Assessment Specialist provides leadership for the coordination and implementation of the student testing program and related activities; analyzing and interpreting student testing data; providing information to others; and implementing and maintaining student testing and assessment services within established guidelines and standards. Functions as an effective member of the Division leadership team.
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Assist the Department in ensuring that testing processes, student scores, and statistical results are understood and utilized effectively.</li><li>• Assist in the desegregation of student testing and related data for the purpose of ensuring that student testing data is compiled, analyzed, presented, and utilized in an accurate, effective, and efficient manner.</li><li>• Collaborate with department staff, administrators, teachers, and principals for the purpose of ensuring that standardized testing process are planned and</li></ul>

	<p>implemented in a manner that enhances student performance and is in compliance with all relevant regulations, guidelines, and objectives.</p> <ul style="list-style-type: none"> <li>• Facilitate the administration of standardized student testing for the purpose of ensuring that mandated student testing processes are maintained in a manner that is positive and effective for students, and is in compliance with all relevant laws, guidelines, and regulations.</li> <li>• Maintain a variety of records and files, in both manual and electronic formats, for the purpose of documenting activities and ensuring compliance with established guidelines.</li> <li>• Order supplies, forms, etc., needed for student testing as needed and/or assigned for the purpose of ensuring the availability of needed supplies in an efficient and cost effective manner.</li> <li>• Oversee the training of Department employees in the appropriate dissemination, collection, and storage of forms, supplies, results, etc., of Department student testing processes, for the purpose of ensuring compliance with established guidelines.</li> <li>• Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.</li> <li>• Prepare a wide variety of materials, in both manual and electronic formats (e.g. reports, memos, instructions, presentations, etc.), for the purpose of documenting activities, providing written reference, and/or conveying information.</li> <li>• Research regulations, technologies, and emerging trends in student testing and assessment.</li> <li>• Perform other related duties, as assigned.</li> </ul>
<b>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.</li> <li>• Applying assessment instruments.</li> <li>• Operating standard office equipment.</li> <li>• Using pertinent software applications.</li> <li>• Managing projects/programs; problem solving; preparing and maintaining accurate records.</li> <li>• Perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions.</li> <li>• Solve practical problems.</li> <li>• Current testing and assessment processes, strategies, and designs; testing models; statistical analysis; query and report writing.</li> <li>• English grammar, punctuation, spelling, vocabulary.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pertinent codes, policies, regulations, and/or laws.</li> <li>• Schedule activities, meetings, and/or events.</li> <li>• Routinely gather, collate, and/or classify data.</li> <li>• Work with others in a variety of circumstances.</li> <li>• Analyze issues and create action plans</li> <li>• Self-starter and independent worker with strong problem-solving skills.</li> <li>• Strong skills and interest in computer technology, database, website management, word processing, spreadsheets, video conferencing, and other computer programs, as needed.</li> <li>• Extensive knowledge of principles and practices of organization, planning, records management, and general administration.</li> <li>• Ability to manage multiple tasks.</li> <li>• Strong interpersonal skills.</li> <li>• Willingness to travel throughout the state in various school visitations and work sessions.</li> </ul>
<b>EDUCATION AND EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Minimum of an Associate degree in education, assessment, or a related field is required.</li> <li>• Bachelor's or higher degree is preferred.</li> <li>• At least two years of successful teaching experience is required.</li> <li>• Additional successful experience is preferred.</li> <li>• Experience in serving on an accreditation team preferred.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Maintain professional appearance and conduct.</li> <li>• Consistently exercise professional judgment, including work habits, regular and timely attendance.</li> <li>• Able to work in an office and school environment.</li> <li>• Physical demands: <ul style="list-style-type: none"> <li>○ Dexterity of hands and fingers to operate a computer keyboard.</li> <li>○ Seeing to read a variety of reports and documents.</li> <li>○ Sitting for extended periods of time.</li> <li>○ Hearing and speaking to exchange information.</li> </ul> </li> </ul>
<b>MATERIAL AND EQUIPMENT USED:</b>	<ul style="list-style-type: none"> <li>• Personal computer.</li> <li>• General office equipment such as telephones, fax, and copy machines.</li> <li>• Word processing software including Word, PowerPoint, Excel, and additional special software required for position.</li> </ul>

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office  
Department of Education  
Weno, Chuuk FM 96942  
(691) 330-5430/6730  
[augustinetakashy@gmail.com](mailto:augustinetakashy@gmail.com)