

Position Title: Assessment Specialist in Reading
Reports to: Director, English Language Arts Development
Program: Assessment & Standards Development Services
Salary: Level F - \$59,566 - \$74,458
Date Posted: 04/18/2008
Location: San Francisco, CA
Time Base: 100%
Position No: 2534

WestEd, a nonprofit research, development, and service agency, works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. While WestEd serves the states of Arizona, California, Nevada, and Utah as one of the nation's Regional Educational Laboratories, our agency's work extends throughout the United States and abroad. WestEd has 16 offices nationwide, from Washington and Boston to Arizona, Southern California, and its headquarters in San Francisco.

Assessment and Standards Development Services (ASDS) is involved extensively at the local, state, and national levels in planning, developing, implementing, and evaluating standards and assessment tools, methods, and systems. Some of ASDS work is aimed at revealing how well students or workers are learning or performing; other parts of our work address broader concerns of accountability and program or school success. From language arts, mathematics, science, and social science to such emerging fields as NCLB transition, our wide range of projects and services spans many domains. Staff also address broader concerns of accountability and program or school success.

ASDS has been instrumental in helping the education community respond to NCLB's extensive assessment and accountability demands by providing technical and policy support at state, local, and national levels. As the test-development contractor for high-stakes assessment programs in several states, ASDS performs standards/assessment alignment studies. The focus of ASDS projects ranges from the traditional academic areas to developing fields such as alternative school accountability — addressing standards, assessment, and accountability needs from elementary school through adult education.

Position Description

The Assessment Specialist in Reading will work directly with ASDS' Director of English Language Arts Development in the creation, review and editing of test items and related test materials (e.g., scoring guides, annotated student responses) used in statewide assessments.

Responsibilities

- Review and edit reading multiple-choice and open-response items for elementary, middle, and high school assessments.
- Review and edit graphics developed for assessment items.
- Review and evaluate scoring guides and related scoring materials to assure match to state standards and grade appropriateness.
- Collaborate in the development of training materials for item writers.
- Facilitate item development meetings.
- Perform content alignment studies.
- Evaluate content standards.
- Develop passage and item specifications.
- Construct assessment forms with match to blueprint and test specifications.

Qualifications

Bachelor's degree in Reading or related field, Master's Degree preferred

Experience in development of large-scale assessments

ELL experience desired

Three or more years of classroom teaching experience (elementary, middle or high school)

Strong analytical skills

Strong command of oral and written language

Ability to work as a team member

Ability to manage multiple tasks and priorities

Command of Microsoft Word and the Internet

Application Process

Apply for this Position

We invite you to apply online at www.WestEd.org/jobs or you may send your resume, a letter of interest (specify Job No. 2534) and a list of three references to:

Human Resources

WestEd

730 Harrison Street

San Francisco, CA 94107

FAX: 415-565-3012

<http://www.WestEd.org>

WestEd is an Equal Opportunity/Affirmative Action Employer. Positions are open until filled.

BENEFITS SUMMARY

WestEd employees are offered a broad benefits package, including

* Competitive salary

- * Health insurance, including dental and vision care
- * Life insurance
- * 403(b) retirement plan
- * Paid vacation and holidays