

Lancaster School District
Assessment Site Chair
Expectations and Responsibilities

The Assessment Site Chair will support the site staff in the preparation, planning, scheduling, administration, and analysis of state (CMSPP/ELPAC) and local assessments.

Expectations and Responsibilities:

- Attends regular District Assessment Chair meetings.
- Attends and participates in professional development sponsored by LACOE and/or the Lancaster School District.
- Provides professional development for school staff and parents to understand assessment results.
- Works collaboratively with the district and site to facilitate/participate in the development/selection of local assessments.
- Works collaboratively with site staff and administration in establishing assessment schedules and related procedures.
- Provides support to site teachers in creating reports and analyzing assessment data for PLCs. Assists site staff in communicating to parents and community members about state and local assessments.
- Supports staff in the preparation and administration of state (CMSPP/ELPAC) and local assessments.
- Works with the test administrator and test examiners to review student information in TOMS
- (CMSPP/ELPAC) before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.
- Monitors the proper handling of all printed test material, including student log-in information, and scratch paper.
- Verifies that test administrators and test examiners are adhering to all test security policies and practices.
- Monitors testing progress during the testing window (state/local) and will ensure that all students participate as appropriate, addressing student issues as needed.
- Performs other related duties as assigned.

The Assessment Site Chair will receive a \$2,500 stipend. One-half of the payment will be issued in January and the remaining half will be paid in July.