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Massachusetts

## MassCareers Job Opportunities

### **ALERT**

Effective January 25, 2024, Executive Order #627 cements the Commonwealth's well-established practice of skills-based hiring, paving the way to a more equitable hiring process. The Commonwealth is committed to ensuring a diverse and inclusive workplace where all employees feel respected, valued, and empowered to serve our citizens. Join us today!

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## Job Description

### **MCAS Alternate Assessment Coordinator (ESD) - (240006LU) Description**

The Education Secretariat is committed to equity and valuing the unique and diverse characteristics and experiences of every member of its workforce. We encourage an authentic workplace where colleagues show up as their full selves, where collaboration, innovation, and connections are key to realizing our mission that all children, youth, and families thrive socially, academically, and economically. We seek teammates who are committed to promoting a diverse and inclusive work environment, where everyone is valued and engaged. We encourage you to apply and identify your strengths in these areas.

#### **Job Description:**

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The Office of Student Assessment Services (SAS) at the Department of Elementary and Secondary Education (DESE) is responsible for coordinating the development, administration, and reporting of the Commonwealth's statewide student assessment programs.

The MCAS-Alternate Assessment (MCAS-Alt) is the state's assessment for students with the most significant cognitive disabilities who are working on alternate academic achievement standards. The Coordinator for the MCAS-Alt is responsible for managing and overseeing the implementation of the MCAS-Alt and ensuring equitable access for students with disabilities.

The Coordinator for the MCAS-Alt performs a critical role in the Inclusive Assessment team and manages requirements with both internal and external partners to ensure that district and school staff are prepared to administer the MCAS-Alt in accordance with state and federal requirements. The coordinator leads training and support to schools and districts, oversees scoring, and prepares and presents MCAS-Alt data and results to SAS and to other groups. The coordinator will also contribute to an ongoing MCAS-Alt program review and provide suggestions to adapt and revise the MCAS-Alt, as requested.

**Job Responsibilities:**

- Lead all aspects of the MCAS-Alt program, in collaboration with DESE staff and outside vendors, and in accordance with state and federal requirements.
- Customize and send notifications to schools throughout the assessment cycle and assist schools and districts with programmatic or procedural changes.
- Develop and disseminate resources to support schools and districts to ensure the successful administration of the alternate assessment (e.g., prepare and disseminate guidance documents; communicate policies and procedures; and provide technical assistance before, during, and after the testing window).
- Schedule, develop, and deliver multiple in-person and virtual training sessions for district and school staff throughout the year.
- Be onsite and oversee the in-person scoring of the MCAS-Alt in Portsmouth, NH from April through May each year.
- Serve as a liaison between DESE, Local Education Agencies (LEAs), and advocacy groups for students with disabilities.
- Collaborate with SAS staff to analyze and interpret MCAS-Alt data, and present state-level results to SAS staff and LEAs.
- Monitor and communicate information about alternate assessment results, policy changes, technological assessment innovations to SAS leadership.
- Develop, maintain, and implement an annual work plan and professional development plan.

**Preferred Qualifications:**

- Strong knowledge of and experience with special education services for students with the most significant cognitive disabilities
- Working knowledge of alternate assessments for student working on alternate achievement standards
- Experience in measurement or evaluation of standardized assessments of student performance
- Knowledge of portfolio assessment collection methods for difficult-to-assess students
- Familiarity with computer-based testing and administration in schools and districts
- Experience managing programs and program transitions
- Excellent written and oral communication skills, and ability to communicate information to a variety of audiences
- Demonstrated ability to synthesize and present complex information in both in-person and virtual settings
- Familiarity with MS Office products (Word, Excel, Outlook, PowerPoint, Teams); Adobe Pro; and video conferencing (Zoom), and creating accessible documents
- Ability to work independently and as part of a team
- Strong organizational skills and attention to detail
- Ability to interact and communicate effectively with DESE staff members and external educators in a culturally responsive, professional manner
- Willingness to accept feedback and engage in self-reflection, including being adaptable and flexible in an evolving work landscape

The submission of a cover letter with your online application is required.

Travel may be required for this position.

Questions regarding this position or the application process should be directed to Dawn.E.DeRoche@mass.gov

**Qualifications**

**First consideration will be given to those applicants that apply within the first 14 days.**

**Minimum Entrance Requirements:**

Applicants must have a Master's degree and at least five years of full-time, or equivalent part-time, educational experience in a specific or related content area, educational program/or service; Based on assignment, candidates must possess at least one year of supervisory, program coordination or managerial experience;

a Doctorate degree in a specific or related

educational content area may be substituted for two years of the required experience; one year of education equals 30 semester hours; education towards a degree in a specific or related educational content area will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License or the equivalent from another state may be required.

### **Comprehensive Benefits**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

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**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**Official Title:** Educational Specialist D (MA)

**Primary Location:** United States-Massachusetts-Everett- 135 Santilli Highway

**Job:** Education

**Agency:** Department of Elementary and Secondary Education

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Jul 12, 2024, 9:01:38 AM

**Number of Openings:** 1

**Salary:** 93,785.38 - 127,945.48 Yearly

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or**

**need a Reasonable Accommodation, please  
contact Diversity Officer / ADA**  
**Coordinator:** Ferdousi Faruque - 7813386108  
**Bargaining Unit:** 10-SEIU Local 509 - Education  
**Confidential:** No  
**Potentially Eligible for a Hybrid Work  
Schedule:** Yes

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