



DIVISION OF SAL RESPONSIBILITIES

Site Assessment Leaders (SALs) play a critical role in the reliable collection of student achievement data. The district depends on the availability of this data to improve instruction, identify individual student needs, implement targeted interventions and help all students reach high levels of achievement. Given the ultimate use for these data, staff assignment to the SAL role in particular should overlap with the instructional leadership roles.

Principals are asked to select SALs understanding that they are making this assignment within the context of building a school assessment **team** that also includes an accommodations point person(s) for English Language Learners and students with disabilities and a School Technology Representative (STR). To properly support the high stakes assessments in your buildings, each SAL role must have two different people assigned – a primary SAL and a secondary SAL. Working within the school assessment team, primary and secondary SALs will ensure that their school collects valid assessment data in accordance with testing protocols.

While the division of SAL responsibilities is ultimately up to the principal, these roles are meant to complement each other. Some examples of how this separation can be accomplished are outlined below:

Primary SAL Role responsibilities:

- Lead turnkey training at school
- Ensure all qualified students are registered and set up test sessions
- Order and account for all secure material
- Ensure that the assessment is administered correctly
- Delegate tasks to Secondary SAL

Secondary SAL Role responsibilities:

- Liaise with STR on technical requirements
- Track student accommodation needs
- Draft schedule for school administration
- Work with school leadership to develop parent communication strategies
- Support Primary SAL

GENERAL RESPONSIBILITIES FOR ALL SALs

The SAL is the official liaison between Accountability, Research & Evaluation (ARE) and the schools. Communications from ARE will be directed to the designated SAL (both primary and secondary). Every SAL role at a school will carry these responsibilities:

- Be familiar with aspects of federal, state, and district tests, including:
 - Specific procedures for handling testing materials.
 - Administration procedures of each test.
 - Identification of students to be tested.
 - Test formats.
 - Scoring and reporting procedures.
- Coordinate the administration of federal, state, and required district assessments and surveys.
 - In cooperation with the principal, develop a building assessment schedule that meets state and district guidelines and the needs of the school.
 - Distribute and return test materials according to the directions provided.
 - Account for all testing materials.
 - Maintain test security.
- Assume an assessment leadership role at the school.
 - Serve as the primary contact for the ARE Department.
 - Represent the school at required in-services.
 - Meet regularly with the principal and teachers (e.g., individually, grade level teams, departments, data teams etc.) about assessment to provide them information about assessment requirements and the use of assessment results.
 - Delegate tasks appropriately to secondary SAL (Primary SAL role).
 - As required, keep records of staff attendance at assessment in-services.
- Communicate assessment and survey information with school and district staff.
 - Provide training for teachers about the procedures for administering assessments, keeping test materials secure, and preparing materials for return.
 - Share pertinent information regarding assessment with school personnel regularly at faculty meetings.
 - Communicate and demonstrate ethical testing procedures.
 - Report all testing irregularities to your principal and designated central staff.
 - **Recognize that violations of testing guidelines can result in serious consequences for the student, test administrator, and/or school and act proactively to prevent them.**
- Use all available sources of information in role as SAL.
 - Check district email **at least** once a day.
 - Know your mail pick-up and delivery days in the week in order to meet assessment pick-up deadlines.
 - Work with your office staff to notify you of assessment deliveries to avoid lost items.
 - Verify access to the school's electronic folder and distribute information to staff as needed.
 - Access and use the ARE website for updated information and distribute to staff as needed.