

Contract Opportunity

Alternative Assessment Implementation Support

Overview

The Tennessee Department of Education's assessment development is seeking an independent contractor to support the Alternative TCAP assessment in Tennessee. Primary responsibilities will be to ensure the highest level of customer service and support for the alternate assessment.

The contractor will support the department's special populations assessment coordinator as well as respond to alternate assessment specific requests from the psychometric and assessment administration teams.

Requirements

Minimum

- Minimum of three years teaching, coaching, or supervising students with individualized education programs (IEPs).
- Demonstrated experience and expertise implementing Tennessee Academic Standards with students taking the Alternate Assessment.
- Attention to detail with a demonstrated understanding of educational assessment.
- Ability to effectively work collaboratively with multiple team members.
- Exceptional time management skills.
- Strong organizational and communications skills.
- Proficient with a variety of tools and applications for virtual collaboration.
- Excellent problem-solving and communication skills.
- Proficient in the use of technology, including troubleshooting skills.

Preferred

- Advanced degree in special education.
- Experience in education in multiple schools, districts, or states.
- Expertise in developing and conducting professional development.

Responsibilities

The awarded contractor, working with the department's special populations assessment coordinator, shall be responsible for the following projects, among others: monitoring and reporting of alternate assessment administrations, phone and e-mail support for Tennessee educators, supporting alternate assessment professional development and training materials.

Monitoring

- Produce regular reports of alternate assessment administrations.
- Create and manage a warning system to identify and notify educators that may be falling behind on the administration calendar.
- Distribute reports and notifications to internal stakeholders as needed.

Support Contact

- Respond accurately and timely to questions from Tennessee educators regarding the alternate administration process.
- Escalate technical or sensitive question appropriately.
- Update support materials, including train the trainer materials, as needed.

Trainings

- Support the development of training and support materials for alternate administration and reporting.
- Conduct a bimonthly support webinar and Q/A session for districts.
- Provide organizational and logistical support for alternate assessment workshops.
- Manage alternate assessment workshop registration and attendance.

Application Process

A complete application package includes a letter of intent and a resume which proves eligibility to apply. Applicants will be marked as having an incomplete application and will not be considered if these documents are not provided.

- Letter of intent highlighting experience relating to alternate assessments.
- Resume

Applications must be submitted to David.Laird@tn.gov by 5 p.m. central on **May 12, 2021**.

Evaluation Process

- Once the announcement has closed, each application package will be reviewed to determine whether minimum requirements have been met.
- All applicants who meet the minimum requirements will be interviewed.
- Applicants will be notified whether they advance to the interview portion of the application process by 5 p.m. central on **May 12, 2021**.
- Applicants will be evaluated based on how well the requirements are met and competency shown in the interview process.
- Applicants will be rated using a rubric and the highest rated applicant will be recommended for contract award.

For additional details, please feel free to email David.Laird@tn.gov.

The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses related to this solicitation. Contracts are subject to funds availability and final approval by the state procurement offices.