

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Elementary School Assessment Liaison (ESAL)
School Level:	Elementary

Description of Activity: Elementary schools are required to give BCPS-produced benchmark and short-cycle assessments to students in grades three through five. These tests were developed by the four content area curriculum offices (i.e., math, reading, science, and social studies) to align with the curriculum. Short-cycle assessments occur between benchmark assessments, which are administered 2-4 times per year, depending upon the content area and grade level. The benchmark and short-cycle assessments are scored by the classroom teacher using the assessTrax software. Under the direction of the principal, the ESAL serves as the school’s designated staff member for the benchmark and short-cycle assessment program. The ESAL’s role is limited to the administration of the benchmarks and short-cycle testing.

Link to the Blueprint for Progress: The ESAL contributes to the system’s mission to provide a quality education for all students by supporting Performance Goal 1 which states that, by 2012, all students will reach high standards, as established by BCPS and state performance level standards, in reading, math, science, and social studies.

Examples of Specific Duties of this EDA Sponsor	Estimated Hours
Preparation and Planning <ul style="list-style-type: none"> • Coordinates and distributes the benchmark and short-cycle assessment calendar • Works with the principal and office heads to ensure that teachers are taught how to use assessTrax 	5-10
Other EDA Duties <ul style="list-style-type: none"> • Receives, verifies accuracy of materials, and distributes benchmark and short-cycle assessments and related materials • Accesses appropriate technical assistance in order to ensure efficient and effective implementation • Receives and communicates benchmark and short-cycle related information to teachers • Ensures that teachers have access to assessTrax • Collects and secures test materials following their administration, or arranges for materials to be sent to distribution for shredding, as directed • Maintains a log of ESAL-related activities to be submitted at the end of the school year 	65-120

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 70 – 130

Annual Compensation

ESAL is a Level I activity.