

## Expectations for Common Task Specialists

*Rhode Island Skills Commission*

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### Explanation and Considerations for Use

This is an adaptation of the Rhode Island Skills Commission task specialist model. In some schools the role of developing tasks will be the responsibility of classroom teachers. However, there should be one teacher who oversees or reviews the tasks that are developed in the school and this description of that teacher's role will serve as a guide for his or her responsibilities. The role of a task specialist with regard to developing, administering, scoring, and interpreting tasks is clearly defined within this model.

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<http://www.ride.ri.gov/highschoolreform/dslat/>  
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## EXPECTATIONS FOR TASK SPECIALISTS

### What is a task specialist?

A task specialist is someone who has received specific training on the development of valid and reliable tasks. They have knowledge of standards, performances, and the assessment practices needed to identify and/or develop tasks with sufficient technical merit for use in a local assessment system.

Provide district support structure for a task specialist.

### What is the role of a task specialist?

#### **Assist/train all stakeholders in use of common tasks**

- Facilitate professional development in use of Common Task Toolkit
- Orient stakeholders to “What are common tasks?” document.
- Connect tasks to
  - PBGRs
  - NEASC Expectations for Student Learning and Learner Outcomes Applied Learning Standards
  - Grade Span Expectations
  - Universal Design
  - Other district initiatives
- Facilitate discussion around with NSPS/ GSEs/Applied Learning crosswalks
- Make explicit connections to instruction, lesson/unit planning, and curriculum planning
- Collaborate in developing common tasks across the curriculum
- Collaborate in identifying anchor tasks based upon field-testing (piloting).
- Identify and plan for additional professional development needs.
- Assist teachers in the creation and development new tasks across curriculum

#### **Administrative responsibilities for task implementation:**

- Work with administration to ensure task implementation across curriculum at various grade levels
- Work with administration to ensure a system for distribution and collection of tasks
- Work with administration to ensure proper recording of task scores
- Develop a local recording system to include Tasks for PBGR purposes (Exhibition, Portfolio, End of Course exams, CIM)

#### **Scoring and Calibration Responsibilities**

- Facilitate the calibration and scoring of tasks by using the designated protocol
- Train teachers to calibrate and score
- Participate in calibration/ scoring sessions at across school/Skills/collaborative level.

**Portfolio Toolkit | Plan And Develop Support Structures |  
Define Roles For Personnel To Support Graduation Portfolio**

- Provide guidelines for analysis and interpretation of information from scoring to guide instruction and curriculum.

**Additional responsibilities for Skills Commission Task Specialists**

- Collaborate with CIM coordinator to strengthen CIM implementation.
- Connect with Point Person at school or district level.
- Serve as member of RI Skills Commission Network Team and attend Network meetings.
- Attend Task Specialist Network meetings at Skills Commission level.