Building Your School Team

Assessment Program: Pilot | Administrative Model: School Devices

The Nation's Report Card

National Assessment of Educational Progress
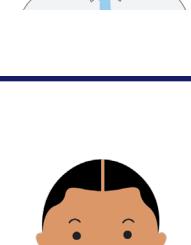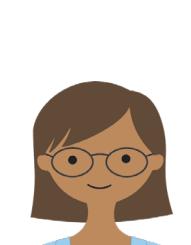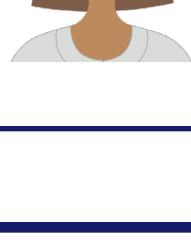
NAEP depends on school staff to provide vital information and support to make the NAEP administration a success. Here's what you need to know about the roles that form the School Team.

The School Team is an important part of the NAEP assessments. The School Team is mainly responsible for providing information and preparing the school for the NAEP administration; as well as assisting on the assessment day. While the only required roles to be assigned are the School Coordinator and School Principal, additional school staff can be assigned to the other available roles to help with NAEP. Depending on the size of the school, staff may be assigned to more than one role.

When building your school team, consider the following:

- The School Coordinator and School Principal are the only roles that must have a person assigned to them. Note: it is optional for the Principal to activate their AMS account.
- The School Coordinator will be responsible for completing all the preassessment activity tiles.
- Some preassessment activities can be delegated to other school staff. The optional roles of SD/EL Specialist, Student Information Specialist, and Technology Coordinator are available for the School Coordinator to delegate specific preassessment activities too.
- Please note that NAEP policy states that all student information, must be verified at the school-level.

If you have questions, please contact your NAEP State Coordinator.

Role	Responsibilities	Assignment	Open Spots	Assignment Location on AMS	AMS Account Activation	AMS Access
School Coordinator	Responsible for completing the preassessment activities and serve as the main point of contact for the school. Must be on site on assessment day.	Required	1	**School Team** section within **Manage Team** tile	Required	Schedule and attend the Assessment Planning Meeting Manage all preassessment activity tiles Assign staff to the School Team
School Principal	Support the administration of NAEP at the school and encourage participation. Complete the NAEP School Questionnaire[1].	Required	1	**School Team** section within **Manage Team** tile	Optional	Manage all preassessment activity tiles Assign staff to the School Team
Technology Coordinator	Assist with technical logistics, such as network checks and device readiness verification.	Optional	1	**School Team** section within **Manage Team** tile	Required, if assigned	Manage the **Technical Logistics** tile
Application Installer	Responsible for installing the NAEP assessment application (NAEP App) on school devices.	Required	1	**School Team** section within **Manage Team** tile	No account	Does not need access
School SD/EL Specialist	Provide information about and select accommodations for selected students who are identified as students with disabilities (SD) and/or English learners (EL).	Optional	10	**School Team** section within **Manage Team** tile	Required, if assigned	Manage the **Students with Disabilities (SD) & English learners (EL)** section within **Provide Student Information** tile
Student Information Specialist	Assist with reviewing the demographic information for the selected students. Upload an updated student roster after winter break to ensure all students have an equal opportunity to be selected.	Optional	1	**School Team** section within **Manage Team** tile	Required, if assigned	Manage the **Add New Students** tile Manage the **Student Demographics** section within **Provide Student Information** tile
Classroom Support	Observe the administration to assist with classroom management and student motivation.	Required, *if assessing all students at the same time* Optional, *if assessing students at different times*	1 to 2	**Assessment Groups** section within **Assessment Logistics** tile	No account	Does not need access
Device Support	Provide technical support on assessment day. Being on site is preferred.	Required	1	**School Staff Support** section within **Technical Logistics** tile	No account	Does not need access
Accommodation Support	Assist with NAEP accommodations, if needed.	Required, *if a student requires specific accommodations*	As needed	S**tudents with Disabilities (SD) & English Learners (EL)** section within **Provide Student Information** tile	No account	Does not need access
Teacher Respondents[2]	Take the NAEP Teacher Survey Questionnaire.	Required, *if a student they teach was selected for NAEP*	As needed	**Manage Teacher Questionnaires** section within **Manage Questionnaires** tile	No account	Does not need access

1. There are no principal questionnaires at grade 8.
2. There are no teacher questionnaires at grade 8 and 12, so this role is not applicable for schools selected for Grade 8 or Grade 12.