

JOB TITLE	DEPARTMENT	REPORTS TO
Administrator on Special Assignment	Assessment and Accountability	Executive Director of Assessment and Accountability

Position No: 72009	Length of Work Year: 12 Months
Salary Schedule: AD01, AD02	Date Approved: 6/17/21
FSLA: Exempt	Date Revised:

JOB GOAL
To provide oversight, management, support, training, and facilitation of State and local assessments and their accompanying platforms while supplying stakeholders with accurate and actionable data.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree from an accredited educational institution. 2. Certified in Administration and Supervision, Educational Leadership, or School Principal. 3. Minimum of three (3) years successful experience as a school administrator, administrative intern, or similar leadership position. 4. Ability to initiate actions and take responsibility for leading and enabling others to improve the circumstances being faced or anticipated. 5. Ability to develop and act in accordance with the shared vision, mission, and values of the District. 6. Knowledge and skill to design, plan, and organize activities to achieve assigned goals. 7. Ability to set goals that encourage self and others to reach high standards. 8. Ability to get others to work together effectively. 9. Ability to communicate effectively both orally and in writing. 10. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Ability to provide leadership in managing all aspects of State and local assessments. 2. Manage and facilitate all aspects of local assessments. 3. Provide technical assistance in the development and implementation of local assessments. 4. Work with other District departments to assist in the management, development, and delivery of local and State assessments. 5. Knowledge of research and best practices in assessment and related areas. 6. Ability to plan and conduct staff development activities to a wide range of audiences including school and district administrators as well as teachers and staff. 7. Working knowledge of technology and software at a level necessary to organize and present assessment reports for a variety of needs and audiences. 8. Provide stellar customer service to all stakeholders. 9. Provide timely and accurate responses and answers to all stakeholders. 10. Ability to communicate effectively, orally and in writing, with a variety of audiences, including school district personnel and the public. 11. Ability to prepare concise and comprehensive reports and translate complex research and data concepts into lay person's language.

12. Assist in providing accurate data-driven reports for all stakeholders to include, teachers, school leaders, and district leaders.
13. Prepare or oversee the preparation of all required reports and maintain appropriate records.
14. Develop annual goals and objectives consistent with and in support of District goals and priorities.
15. Assist with data analysis plans and dissemination of related information.
16. Engage in professional development and technical training to maintain expertise in best practices for managed assessments.
17. Participate in State and vendor trainings and meetings which tie to the assessments and platforms being managed.
18. Assist in implementing the District's and Department's goals and strategic commitments.
19. Exercise proactive leadership in promoting the vision and mission of the District and Department.
20. Perform other duties as assigned by the Executive Director of Assessment and Accountability.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Occasional lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.