



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Executive Director of Assessment and Accountability | Deputy Superintendent | Deputy Superintendent |

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| Position No: 77104 | Length of Work Year: 12 Months |
| Salary Schedule: AD09 | Date Approved: 12/5/88 |
| FSLA: Exempt | Date Revised: 6/8/04; 3/2/20 |

| MINIMUM QUALIFICATIONS |
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1. Master's Degree or higher
2. Florida Certification in Supervision or Education Leadership preferred.
3. Three years of successful teaching experience.
4. Academic preparation and experience in educational planning, statistics, research, measurement, testing and management of computerized information systems.
5. Ability to perform the functions of the position.

| DUTIES AND RESPONSIBILITIES |
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1. Works cooperatively with all departments and schools in planning and developing the district evaluation design. Provide information concerning achievement of system-wide goals including student performance and program accomplishments.
2. Organizes and directs the Superintendent's designated resource teams formulated to conduct on-site visits to assist schools in curriculum implementation, and to determine the extent of both what is being taught and how the curriculum is taught in relation to what is intended.
3. Plans, coordinates, and directs the district testing program, and develops, interprets, and communicates test results to teachers, administrators and school board.
4. Provides technical assistance to the superintendent and staff in educational planning and research.
5. Provides technical assistance to the Curriculum Department in the development of and refinement of norm reference and criterion testing programs.
6. Evaluates educational, managerial, and administrative operative systems, plans and recommends staff development activities to the principal.
7. Assists the Superintendent in coordinating the on-going development and evaluation of the District Long Range Comprehensive Educational Plan for Improvement and Quality Assurance.
8. Assists in developing School Board philosophy, goals and objectives and the objectives of individual schools and departments as an integral part of the annual program budget preparation cycle.
9. Assists program administrators in the development of the quality indicators as the standards to be used as evaluative criteria of school, staff and student performance.
10. Performs other duties as may be assigned by the supervisor.

| PHYSICAL DEMAND CLASS: |
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Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.