



JOB TITLE	DEPARTMENT	REPORTS TO
Program Assessment Manager	Assessment & Accountability	Executive Director of Assessment & Accountability

<b>Position No:</b> 77111	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> VAA2	<b>Date Approved:</b> 7/23/13
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
As a Department, our mission is to provide effective, timely, and focused support to the entire school community in St. Lucie County to ensure rigorous, relevant learning experiences that result in high achievement for our students. The Program Manager for Assessment & Data Analysis will provide oversight, management, support, training, and facilitation for the day-to-day requirements of the State and District Test Administration programs in light of Federal, State, District, and Department Assessment Goals.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Minimum of a Master's degree or higher from an accredited university. Disciplines of Measurement, Educational Research, Psychology or related field preferred.</li> <li>2. Teaching Certificate and/or Minimum of (4) years successful work experience in educational testing, data management, and analysis.</li> <li>3. Ability to perform the functions of the position.</li> </ol>

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> <li>1. Working knowledge of technology and software at a level necessary to organize and present evaluation reports for a variety of needs and audiences.</li> <li>2. Ability to communicate effectively, orally and in writing, with a variety of audiences, including school district personnel and the public.</li> <li>3. Ability to prepare concise and comprehensive reports and translate complex research concepts into lay person's language.</li> <li>4. Experience with large-scale standardized testing.</li> <li>5. Familiarity with tests and measurement theory and practice.</li> <li>6. Understanding of principles of research design and ability to apply in school district settings.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Coordinates all aspects of the District's Test Administration Program for Local, State, and National tests. Develop and implement the district's computer-based testing plan to meet federal, state, and local assessment requirements.</li> <li>2. Publishes an annual district assessment calendar.</li> <li>3. Plans and conducts training workshops on the administration of tests, test security, utilization of results and test construction.</li> <li>4. Consults with District and School personnel on selection, administration, scoring, and interpretation of standardized tests.</li> <li>5. Participates in the development of tests and supports the administration process for all District assessment and progress monitoring programs.</li> <li>6. Assists with data analysis plans and the dissemination of related information. Analyzes results of countywide and state testing programs and prepares reports for various audiences.</li> <li>7. Assists school personnel with special assessments and/or major research projects.</li> <li>8. Represents the school district at state meetings dealing with testing as assigned by the Director of Assessment &amp; Accountability.</li> </ol>

9. Takes responsibility for the security of all tests, and maintains all testing records both current and historical.
10. Assists the Director of Assessment & Accountability in identifying training needs that are relevant to the Assessment & Accountability Department.
11. Analyzes test results, prepares reports, maintains longitudinal student achievement data, and provides other information as necessary to assist principals and others in the documentation of student learning gains.
12. Directs the activities within the District Data Warehouse.
13. Provides professional development in data analysis, student performance, and progress monitoring.
14. Maintains communication with the Curriculum Department and the Director of Assessment & Accountability on issues that affect the Curriculum, Assessment & Accountability Departments.
15. Performs other duties as assigned by the Director of Assessment & Accountability.

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.