

Director of Testing & Accountability
New Hanover County Schools

Job Description

Class: Administrative

Dept: Instruction and Academic Accountability

TITLE: Director

QUALIFICATIONS:

1. Master's degree in Administration or Testing and Evaluation, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Five or more years experience in school administration, testing/evaluation administration, or equivalent experience required.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Assistant Superintendent Instruction & Academic Accountability

JOB GOAL: To direct the administration of state and local tests and assessments; provide data analysis and program evaluation for the New Hanover County school system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to testing issues.
2. Set goals for the department and direct testing administration programs; execute, monitor and evaluate the progress of the programs.
3. Create annual testing schedule based on state testing schedule and local assessment needs; deliver schedule to schools on time, produce testing administration reports.
4. Direct and coordinate the work of the testing coordinators; provide leadership in administering all state and local tests and assessments; train school testing coordinators; guide school testing personnel in administering the tests smoothly and appropriately.
5. Design testing data collection strategies; collect and assemble data; guarantee the accuracy of data; complete data verification procedure; complete internal AYP and ABC evaluation.
6. Identify and apply appropriate statistical analysis; produce graphical, tabular and narrative summaries of data and statistical results.

7. Provide advice and technical assistance to school in testing data collection and analysis; provide technical support and goal summary report to schools to interpret test results; link results to curriculum, instruction and assessment.
8. Coordinate program evaluation services for the school system; provide leadership in designing, conducting, interpreting and reporting the district's program evaluation.
9. Coordinate the state ABC and AYP program for the district; interpret legislation, policies and guidelines governing the program; prepare required reports for the county.
10. Solve job-related problems and improve organizational effectiveness; assist in creating an environment that emphasizes a commitment to service.
11. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
12. Perform other duties and responsibilities as requested by the Assistant Superintendent of Instruction & Academic Accountability.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Thorough knowledge of educational research methodology.
- Considerable knowledge of computers and all aspects of the Microsoft Office Professional software and SPSS and /or SAS statistical analysis programs.
- Skill in developing research designs, program evaluation techniques and data analysis methods.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.

- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.