



Job Description

Director of Assessments

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 260 Days

Experience Required: Five (5) years related experience.

Minimum Education Requirements: Master's degree in related field.

Department: Central Office Administration.

Direct Supervisor: Superintendent.

Primary Work Location: Office setting.

Certification: Proper certificate in related field.

Job Summary: The Director ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Responsible for the development and implementation of federal or state aid programs including but not limited to Title I, Title IIA and Title IID.
- Support all aspects of district instructional and curriculum integration of technology.
- Coordinate the development, implementation, and evaluation of the Comprehensive Plan (both District and building plans).
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
- Report periodically to the board on all curriculum, instruction, and assessment matters as directed by the Superintendent.
- Make recommendations pertaining to policy and procedure to the Superintendent.
- Coordinate and supervise the Instructional Support program for the district, including implementation of a consistent K-12 Response to Instruction and Intervention (RTII) system.
- Revise the Differentiated Supervision Plan and supervise and coordinate the implementation of the computer-based teacher evaluation system.
- Attend all Intermediate Unit Curriculum Council meetings.
- Perform other duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Principles of current and best practices in educational assessment.

Skills

- Strong written and oral communications and relational skills.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Working with teachers, administrators, and other school staff as a collaborator.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date