
Job Title:	District Assessment Director	Wage /Hour Status:	Exempt
Reports to:	Asst. Supt. for Curriculum & Instr.		
Dept./School:	Administration Office		

Job Goal:

To provide vision and leadership that focuses all staff on improving students performance through quality assessment processes and establishes a framework for continuous improvement by seamlessly integrating assessment with curriculum to guide instructional strategies. To provide guidance and leadership for staff who provide services, including guidance and counseling, to students so they are assured of learning conditions that are conducive to optimum achievement.

Qualifications:

Education / Certification:

Master's degree

Special Knowledge / Skills:

Exceptional communications, public relations, and interpersonal skills

Ability to manage and coordinate diverse district functions through subordinate supervisors

Thorough knowledge of school law, school finance, and curriculum and instruction

Experience:

Three years successful teaching experience

Three years experience as a campus level testing coordinator

Such alternative to the above qualifications as the administration may find appropriate and acceptable

Major Responsibilities and Duties:

Instructional Leadership

1. Works with principals and district administrators to plan, implement, and evaluate the campus and district instructional programs.
2. Provides leadership for counselors in coordinating assessment, guidance, and achievement of counselor-related district goals.
3. Prepares and uses research findings, test scores, and district studies to improve the outcome of the teaching/learning process.
4. Monitors implementation of operations of assessment at the campus and district level in conjunction with directors of curriculum.

School Organizational Climate:

5. Demonstrates high expectations of staff and students at all levels.
6. Encourages and recognizes excellence and/or performance of staff.

7. Relates to staff, students and parents in ways that convey mutual respect, concern and high expectation.

School/Organizational Climate

8. Provides leadership and technical assistance for principals, teachers, district administrators and coordinators so that overall performance is improved.
9. Complements the efforts of principals to achieve district goals and goals measured by the Academic Excellence Indicator System (AEIS).
10. Directs the district wide testing program.
11. Provides TAKS, norm-referenced and criterion-references test specifications and other relevant test information to WSISD campuses.
12. Develops data management and utilization procedures to facilitate use of student achievement data for all appropriate staff.

Personnel Supervision

13. Uses the district mission, program evaluation outcomes, student achievement data, and input from teachers, principals and other to identify and coordinate effective staff development activities for instructional staff and administrators.
14. Conferences regularly with assigned staff to discuss performance and jointly to develop improvement objective for professional growth opportunities.

Administration and Fiscal Facilities Management

15. Supports and follows local, state and federal rules and policies.
16. Interprets and implements district policies and procedures for the school.
17. Assumes responsibility for the fiscal control over assigned program budgets.

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ Date: _____