

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISORS-EDUCATIONAL
1711 Supervisor of Assessment
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REVISED

JOB TITLE: SUPERVISOR OF ASSESSMENT

REPORTS TO: Director or designee

SUPERVISES: Staff as assigned

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation, coordination, and evaluation of the assessment programs of the district. Programs to ensure that all students meet and exceed the Common Core Curriculum Standards. Achieving excellence requires that the Supervisor of Assessment and Assessment works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, state officials involved in monitoring programs and assessment procedures, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, program development and evaluation, infrastructure management, and meeting 21st Century Standards.

QUALIFICATIONS:

The Supervisor of Assessment and Assessment shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.A.C 6:11-9.3 and 9.6).
2. Hold a valid driver's license with no serious violations.
3. Have excellent administrative and/or teaching experience, preferably with students who need remedial and supplementary services.
4. Demonstrate excellent organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate knowledge and understanding of student and program assessment, program development and evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.

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10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Official College Transcripts.
5. Copies of recent evaluations and observations of teaching and/or administrative performance.
6. Employment interview.

EMPLOYMENT TERMS:

The Supervisor of Assessment and Assessment shall be employed under the following terms:

1. Work year of ten months and eighteen days.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and the policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

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The Supervisor of Assessment and Assessment shall:

1. Establish and promote high standards and expectations for students and staff for academic performance, and responsibility for behavior.
2. Analyze and evaluate the assessment programs for validity, reliability, objectivity, item discrimination, cost/benefits, instructional usefulness, and administrative effectiveness. Recommend changes and adjustments as needed.
3. Maintain accurate and accessible testing records for schools and the district.
4. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
5. Assist in the administration of statewide and local testing programs.
6. Collect data regarding the needs of students, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs.
7. Establish a professional rapport with students and with staff that earns their respect, maintaining visibility with students, staff, parents, and the community.
8. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
9. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and pride in the education profession
10. Notify immediately appropriate personnel and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
11. Keep the staff informed and seek ideas regarding the assessment programs of the district. Conduct meetings as necessary for the proper functioning of the programs.
12. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
13. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
14. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Director.

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15. Attend required staff meetings and serve, as appropriate, on staff committees.
16. Represent the school and district at community, state, and professional meetings.
17. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
18. Summarize, interpret, and disseminate current developments in No Child Left Behind/Testing through reading of professional journals, participation in professional development, and involvement in professional organizations.
19. Operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
21. Perform any duties that are within the scope of employment and certifications, as assigned by the Assistant Superintendent or Superintendent and not otherwise prohibited by law or regulation.
22. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director or designee shall evaluate the of Supervisor of Assessment and Assessment in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

7-1-2014
Date