

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF ASSESSMENTS

POSITION: Supervisor of Assessments

REPORTS TO: Accountability and Assessment Officer

LOCATION: Department of Accountability and Assessment

NATURE OF WORK:

This is a skilled professional position with responsibility for the direct supervision and oversight of program planning and development, personnel management and services, administration, procurement, public relations, and leadership for assessments within the school system. This is a highly technical position, dealing with analysis of national, state, and local data to identify curricular and instructional needs of students, community, and school system.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- Coordinates the annual administration of the State Assessments

- Analyzes national, state, and local data to identify curricular and instructional needs of students, community, and school system
- Collaborates with central office and school-based personnel to develop data-driven instructional goals, objectives, and designs purposeful assessments for instructional use.
- Develops assessments that are integrated into Schoology, Performance Matters, and Edgenuity as well as other EdTech Platforms
- Provides actionable data from formative assessments drilled down to standards to drive daily instruction
- Uses lagging data from summative assessments to inform teachers of the data profile of their students to determine best instructional practices
- Compiles and analyzes data relative to district assessments (i.e. DIBELS, KRA etc.) for district reporting
- Compiles and analyzes all data relative to school attendance, discipline, and promotion
- Works with Advanced Placement (AP) site administrators and coordinators to prepare for yearly AP testing
- Uses data from AP Potential to identify students who should consider enrolling in AP coursework
- Works with College Board representatives to communicate system-wide AP updates to the appropriate stakeholders
- Supports appropriate staff in developing strategies to achieve student success in identified outcomes
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations
- Supports both synchronous and asynchronous virtual instructional pathways.

Personnel Management and Services

- Plans and implements system-wide orientation for state assessments for appropriate personnel
- Establishes effective working relationships with central and school-based personnel
- Participates in conferences with online educational platform teachers to promote professional growth
- Serves as a resource to supervisors, administrators, and appropriate school-based personnel to promote system and school improvement related to assessment.
- Develops and conducts workshops and meetings to strengthen present programs and/or to initiate new programs
- Supervises quality control of all data released from state and county testing
- Assumes responsibility for security of test materials and administrative procedures for all system-wide testing

Administration

- Plans, conducts, and/or participates in administrative meetings
- Schedules and coordinates the services of other system personnel and outside consultants for assessment
- Represents the system at meetings and conferences to give and receive information related to assessment
- Serves as Local Accountability Coordinator and MSDE Liaison
- Plans, develops and coordinates the publication of forms, charts, etc. for reporting assessment results

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Assists in preparation of the assessment budget
- Assists with evaluation and selection of materials and equipment related to assessment

- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds for assessment

Community – Public Relations

- Assists in informing the public concerning assigned area(s) of responsibility
- Assists with presentation of data to be used in public communications
- Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- Assists in the preparation of material for public information and awareness

Interacting and Articulating within the School System

- Receives and transmits communications related to policies, procedures, for test administration
- Initiates and responds to surveys, reports, and questionnaires related to assessment
- Interacts in committees to propose and clarify policies and procedures related to test administration
- Co-chairs the system assessment committee to plan, implement, and evaluate system initiatives related to assessment
- Works with data processing to provide data to school personnel and state as needed; including research reports that include both statistical and non-statistical data for planning and decision making

Evaluating Programs and Personnel

- Assists in the development of criteria for system-wide test administration
- Performs a continuous evaluation of assessment programs and participates in special evaluations
- Assists in developing, interpreting, and applying qualitative and quantitative measurements relative to programs and initiatives

Leadership in Interpersonal Relations

- Demonstrates professional leadership in all contacts with system personnel and the public
- Provides school staff training on new tests, procedures, and administration
- Serves as a mediator in resolving conflicts related to assessment (data processing, accessing data, using programs, etc.)
- Demonstrates positive human relations skills

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate with Administrator I endorsement
- Five (5) years of successful teaching experience
- Demonstrated leadership experience.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule, Range D.

BARGAINING UNIT ELIGIBILITY: SMASA

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