



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Assessment/Research/Evaluation	Exemption Status:	Exempt
Reports to:	Asst. Superintendent of Academic Services	Pay Grade:	06
Works with:	District Personnel	Days:	226
Dept. /School:	Administration Building	Date Revised	10/09/2019

Primary Purpose:

Oversee research, evaluation, and testing services for the district. Implement state and federally mandated student assessment programs, analyze, and interpret results to identify student performance trends.

Prerequisites:

- Master's degree from an accredited university;
- Professional Mid-Management Certification or Principal Certificate;
- Experience in School/Campus Testing;
- Five years of classroom teaching experience; and
- Experience in School Administration

Special Knowledge/Skills:

- Knowledge of the state testing program and accountability system
- Ability to use student test data systems
- Ability to perform statistical analysis
- Ability to use personal computer and software programs to collect, report, and present data and test-related information
- Ability to develop and deliver training to adult learners
- Excellent organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Analyze and interpret compiled student test data to identify trends and opportunities. Ensure that campus instructional staff receive timely data in a clear and usable format to enable them to effectively develop student achievement goals and objectives.
2. Develop and present statistical studies, analysis, and evaluation reports as required. Conduct additional customized research based on district or individual campus needs.
3. Consult with district staff to develop, administer, and interpret evaluation guidelines and procedures.
4. Collaborate with instructional leaders to development, design, and select measurement instruments to assess the effectiveness of instructional programs and pilot projects.
5. Develop and implement procedures for security and confidentiality of state-mandated testing programs and other assessments and verify that procedures are followed and deadlines are met.

6. Provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
7. Develop and conduct training for district test coordinators and campus test administrators to ensure that tests are conducted and procedures are consistently followed.
8. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
9. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.
10. Complete evaluation and compliance reports as required by federal and state programs.
11. Develop, implement, and maintain an inventory system to track and monitor location of test materials throughout the distribution, return, and storage process.
12. Administer department budget and ensure that programs are cost-effective and funds are managed wisely.
13. Compile, maintain, file, and secure all reports, records, and other required documents.
14. Assign work to testing coordinators and oversee completion
15. Organize logistics for scheduling and conducting all testing in the district including staffing, distribution, and security.
16. Attend board meetings. Prepare and present reports related to student performance and accountability.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

Employee Signature: _____

Date _____

Administrator Signature: _____

Nate Carman, Ed.D.

Date _____

OCT 09 2019