

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Executive Director of Assessment, Intervention, Data and Innovation (AID)

Schedule / Grade: Salaried Support/Grade 9

Job Code: 01EXDIR665

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/16/2026

PURPOSE

Coordinate an ongoing program of evaluation and development to enable the district to continually upgrade and improve its effectiveness in meeting the educational needs of students.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Coordinates all district-wide assessment activities including MAP testing, Benchmark testing, College and Career Readiness Testing.
- Coordinates district-wide intervention program including Reading Success Plans.
- Manages and coordinates support of the district-wide School Information System.
- Coordinates implementation and support of district-wide business management and staff evaluation platforms.
- Develops, implements, interprets and communicates the results of the district's assessment program to the entire school staff, the Board of Education and other interested external parties.
- Plans and develop research programs that will provide information concerning the instructional programs of the district.
- Surveys educational research findings and develops effective methods of communicating and disseminating the salient related findings to district personnel, along with recommendations for applicability to the district's educational programs.
- Develops and coordinates all district-wide research projects.
- Possesses a strong background in technology including creating PowerPoint presentations.
- Coordinates district surveys, such as MSIP, P.D.
- Coordinates annual registration and enrollment process.
- Approves out-of-district research proposals.
- Prepares federal and state mandated reporting data.
- Performs other duties and responsibilities as assigned

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Chief Academic Officer

Supervises: Exempt and Non-Exempt Personnel in the AID Department

QUALIFICATIONS

Minimum: Missouri teaching certification. Master's degree in education. Five years related experience, demonstrated ability in educational statistical research and analysis, and knowledge of correlation between assessment and classroom application.

Preferred: Doctorate. Knowledge and understanding of current District assessment tools. Experience as a school administrator. Excellent report and presentation skills.

Ideal: An ideal candidate holds an earned Doctorate (or a Master's degree) in Education, a valid Missouri teaching certification, and a background in school administration with at least five years of related educational experience. They possess advanced expertise in educational statistical research and analysis, a deep understanding of current District assessment tools, and a proven ability to correlate assessment data directly to classroom application while delivering exceptional reports and presentations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the District's student information software and databases. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating

information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including attend Board meetings, student activities and events. Weekends or evening hours are common. These are essential functions of the job.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job. Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodation to perform the essential job functions.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodation to perform the essential job functions.

Equal Opportunity Employer