



Position Description

Director of Assessment

*Salary Level: **Based on Act 93 Agreement***

*Contract/Benefits: **Based on Act 93 Agreement***

*Department or Area: **Accountability***

*Reports To: **Executive Director of Accountability***

*Prepared Date: **July 16, 2012***

*Prepared by: **Dr. C. Russell Mayo,**
Superintendent*

*Approved By: **Dr. C. Russell Mayo,**
Superintendent*

Qualifications:

1. Master's Degree in education or related experience to educational testing and assessment
2. Valid PA Administrative Certification (i.e., K-12 Principal Certification or Supervisory Certification)
3. Experience in manipulating and analyzing data in spreadsheets
4. Demonstrated knowledge in current trends in standards and assessment
5. Demonstrated skills to present orally and write effectively
6. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114 and 151)
7. Such additional or alternatives to the above qualifications as the board or superintendent may determine appropriate and acceptable

Note: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary:

Directs, administers, and coordinates the assessments of the District in support of policies, goals, and objectives established by the superintendent and school board by performing the following duties personally or through subordinate managers:

Essential Duties and Responsibilities:

1. Serves as the academic assessment officer in identifying academic needs, addressing the needs through comprehensive planning, and monitoring the implementation of plans to determine program effectiveness in improving student achievement
2. Facilitates the development of a K-12 assessment system that provides ongoing formative assessment data to support standards-aligned K-12 curriculum development, implementation, and evaluation processes within the district
3. Reports to the Executive Director of Accountability the impact of plans implemented in response to identified academic gaps
4. Collaborates with the Executive Director of Accountability to conduct enrollment projections and assesses attendance boundaries
5. Demonstrates knowledge of the Standards-Aligned System (SAS) portal

6. Coordinates the administration of all district-wide assessments, including, but not limited to DIBELS, Benchmarking Tool, Classroom Diagnostic Tools (CDT), Gates-MacGinitie, PSSA, PASA, PSSA-M
7. Is responsible for the reporting of data for state and federal reports and grants
8. Collaborates with appropriate personnel in the development, writing, and implementation of proposals to acquire funding
9. Ensures the accuracy and availability of data from district-wide assessments
10. Remains current on statewide and national assessment and data analysis trends
11. Provides training to district staff on the administration and interpretation of district-wide assessments
12. Designs and implements systems and protocols for continuous monitoring and reporting of progress on District accountability benchmarks
13. Creates the District assessment calendar
14. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Executive Director of Accountability or Superintendent.

Supervisory Responsibilities

Directly supervises office staff, an assistant director, and a project manager for data analysis/PIMS. Responsibilities include interviewing, recommending hiring, and training employees; planning and coordinating work; appraising performance; rewarding and disciplining staff; addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Responds to employee requests for service and assistance; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively; Works well with others.

Leadership Skills

Develops workable implementation plans; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problems in a timely manner.

Organizational Skills

Works with accuracy while prioritizing tasks aligned to district mission and vision; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Personal Competencies

Exhibits sound and accurate judgment; Treats people with respect; Works ethically and with integrity; Respects confidentiality; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Demonstrates accuracy and thoroughness; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands:

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, and bend. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation:

The person filling this position will be evaluated by the Executive Director of Accountability according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position