

Job Title: **Assessment and Accountability Director**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **June 20, 2011**

Job Code: **110622**
 FLSA Status: **Exempt - E**
 Pay Range: **L 17**
 Work Year: **12 months**

SUMMARY: The Director of Assessment and Accountability develops, supervises and evaluates all district functions in the areas of testing, assessment, district and school accreditation, monitoring reports, and other assigned duties associated with school assessment and accountability. Responsibilities include: informing classroom educators and administrators on the implementation and analysis of all K-12 assessments; developing assessments that would inform educators of effectiveness of instruction and students on their learning based on state standards and grade level expectations; supervising the administration of all local and state assessments; coordinating the district's and schools' accreditation and school improvement plans; ensuring measurable improvement in and availability of best practices, research, evaluation and assessment systems that contribute to schools' instructional achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee and monitor development and implementation of state, district and school accreditation plans. Develop and provide professional development for school based educators related to educational accountability.	Ongoing	15%
2. Plan, organize, control, and direct all district-wide benchmarking assessments. Work collaboratively with content area specialist, schools staff, and educators to develop and implement assessments which lead to high-quality instructional excellence and learning.	D	15%
3. Develop and provide professional development for teachers and administrators for their improvement of teaching practices in the area of assessment construction, administration, and results evaluation. Foster a collaborative culture emphasizing continuous improvement of the quality of education in every classroom.	D	10%
4. Continually evaluate the district's formative and summative assessments including the reliability and validity of the assessments developed to ensure measurable improvement, availability of best practices, research, evaluation and assessment systems. Analyze District, school, teacher and student performance data on District assessments, CSAP, and the ACT to improve system performance and inform the District's professional development strategies.	D	10%
5. Coordinates, develops and evaluates the district's comprehensive student assessment program, including all State-mandated assessments, to ensure compliance with all State and District requirements and to promote the use of assessment data in making sound educational decisions.	D	10%
6. Analyze and interpret assessment results for schools, administrators, Board of Education, and the public.	D	10%
7. Directs and monitors office functions and select personnel to ensure effective and efficient work. Evaluates select staff performance in accordance with district guidelines.	Ongoing	10%
8. Maintain and deepen current educational evaluation literature including keeping continually informed regarding latest research pertaining to educational assessment, development, implementation, feedback and overall improvement of assessments for use in education.	D	5%
9. Prepares Board of Education monitoring reports for the superintendent and assistant superintendent's review.	M	5%
10. Articulate a district assessment vision and beliefs regarding assessments and recommends policies to support student achievement and Board of Education ends.	D	5%
11. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Education Administration plus additional coursework required for Colorado Type D Principal/Administrator License.
- Minimum of five (5) years experience in teaching/administration.
- Minimum of five (5) years experience in assessment.
- School level administrative experience.

- Must successfully complete current district training for supervision of classified staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must possess or have ability to obtain a Colorado Principal’s License.
- Must possess the required license or the ability to fulfill the requirements for the No Child Left Behind Act of 2002.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong educational leadership skills.
- Thorough knowledge of educational assessment methodology, including assessment design and data analysis.
- Considerable knowledge of current research in testing and evaluation.
- Considerable knowledge of current legislation, literature, trends, methods and developments in the area of assessment and evaluation.
- Demonstrated interest and passion for assessment as a tool to improve instruction.
- Ability to effectively communicate and collaborate with all levels of district and state personnel.
- Knowledge of standards based education.
- Basic microcomputer and software skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft office applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of current student information system applications required within one (1) week of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Assessment Specialist	1	3043
	Assessment Clerk	1	1336
	Assessment Coordinator	1	1341

- Responsible for interviewing, hiring, training, evaluating, directing, disciplining, and terminating employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for developing, administering, monitoring and coordinating the department’s budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk			X	
Hear			X	
Taste	X			
Smell	X			
WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	