

Director of Assessment
Certified Position - 0140

<u>Salary:</u> Per Salary Schedule	<u>Days:</u> Per contract	<u>Reports to:</u> Assistant Superintendent
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SCOPE OF RESPONSIBILITIES

- Provide leadership for the implementation of a system-wide assessment program that promotes high expectations for all students and is based on providing time and assistance for each student to reach maximum potential
- Provide leadership and coordination to provide an aligned and articulated instructional assessment program for the district and coordination of all state-required assessments

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Assists administrators and teachers in demonstrating proficiency in with the implementation of K-PREP
2. Coordinate the review, development, and revision of all procedures related to the administration of local and state assessments
3. Work cooperatively with building assessment coordinators and principals in developing and supervising the procedures for administering local and state assessments
4. Plans, improves, and oversees local and state assessments
5. Coordinate the ordering and use of all local and state assessment materials
6. Assist in the preparation of the budget and administration of the budget for supplies, equipment, and facilities in area of student assessment
7. Plan and provide staff development for teachers, administrators, and staff on requirements of the state assessment program
8. Disseminate information regarding current requirements of the state assessment program including test administration, security, and confidentiality
9. Assist in communicating information to parent and community members about local and state assessments
10. Coordinates activities concerning Unbridled Learning's assessment program and other necessary activities as required by state, local, and federal regulations
11. Use effective communication skills to present information accurately and clearly
12. Keep informed of and comply with state, district, and school regulations and policies
13. Monitor all campuses during the administration of state assessments
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required
15. Serve as district TEDS coordinator and work with school-level coordinators to monitor students who qualify as preparatory and are eligible to take KOSSA
16. Collaborate with Director of Pupil/Personnel to review and revise non-academic data that is collected by the state department of education
17. Cooperate with schools to identify students that do not achieve benchmark on college readiness assessments to ensure students receive the appropriate interventions
18. Work with high schools and DPP to monitor cohort graduation numbers as part of the accountability system
19. Attend all mandatory state-level assessment coordinator trainings
20. Work with school leaders to disaggregate assessment data and use this information to develop goals and objectives for district and school improvement plans
21. Interprets testing policies and procedures to educational staff and parents
22. Maintains regular and predictable attendance
23. Adheres to the professional code of ethics
24. Successfully utilizes technology as appropriate in job function
25. Other duties as assigned

MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable