

## JOB DESCRIPTION

TITLE           DIRECTOR OF ASSESSMENT & DATA MANAGEMENT

### QUALIFICATIONS

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.

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| Education/<br>Experience | Master's degree with an emphasis in Statistics and Measurement or related field; or four to ten years related experience and/or training; or equivalent combination of education and experience. Advanced computer skills required, including but not limited to statistical programming.  |
| Language Skills          | Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective presentations on controversial or complex topics to top management, public groups, and/or boards of directors.  |
| Mathematical Skills      | Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.   |
| Certificate/License      | N/A  |
| Reasoning Ability        | Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.  |
| Physical Demands         | The physical demands described here 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. While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to sit, reach with hands and arms, and use hands to finger, handle, or feel. The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, and the |

ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment            The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is moderate.

REPORTS TO                    Executive Director for Planning and Accountability/Staff Development

#### GENERAL RESPONSIBILITIES

1. Coordinates and manages data district-wide.
2. Directs the development, implementation and analysis of district assessment programs.
3. Supervises, designs and assists in the development and completion of district program evaluations.
4. Designs district research projects and assists in the evaluation of outside research results.
5. Provides leadership for the district in relating the results of testing programs and program evaluation to improve student achievement and school improvement.
6. Maintains district achievement database and data warehouse.
7. Creates achievement reports useful to students, teachers, and schools for diagnosis and improvement.
8. Supervises the Coordinator of Program Evaluation and Data and Test Technician.
9. Provides relevant data for the school/teacher target criteria for merit pay.

#### SPECIFIC RESPONSIBILITIES

1. Works with other departments in maintaining a district-wide database.
2. Coordinates, plans, and implements local, state and national assessment programs.
3. Coordinates the scoring of district-wide tests and assessments.
4. Trains school personnel in the administration and analysis of district, state and national tests.
5. Develops and/or uses software programs to disaggregate and analyze achievement data and other non-academic data.

6. Provides summaries and analyses of test results to the School Board, media, community and school personnel and makes appropriate recommendations.
7. Serves as the district's Coordinator of Accountability for the Florida Department of Education.
8. Supervises program evaluation efforts throughout the district and works with school and district personnel in the evaluation process.
9. Prepares and/or assists in the design and development of district program evaluations.
10. Coordinates district research projects and reports the results.
11. Assists in compiling existing test and research results for use in program improvement initiatives or the introduction of new programs.
12. Reviews all survey and research project requests submitted to the school district and recommends action on behalf of the Superintendent.
13. Maintains student assessment records for the district.
14. Provides training for school and district administrators on how to use test scores to improve instruction.
15. Provides principals and other school administrators with criteria for identifying students for advanced courses or remedial instruction.
16. Provides the School Board and administration with student post-secondary education readiness information.
17. Develops and maintains relational database with Internet as a medium to deliver data and reports.
18. Performs other duties as assigned by the Executive Director for Planning and Accountability/Staff Development.