

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Director of Accountability, Assessment and Staff Development

FLSA: Exempt

GENERAL SUMMARY

Supports principals and District administration in reaching goals by designing and implementing a planned program of evaluation, accountability, and assessment structures related to the ongoing development of instructional and other student-related programs. Directs the District's data collection and analysis system by facilitating and supporting the maximum use of data in continuous improvement efforts of district and school teams. Responsible for the implementation of State and District testing programs. Develops and directs a comprehensive, cohesive, and ongoing professional development program for all employees to meet the needs of the district, schools, and individuals for professional growth.

ESSENTIAL FUNCTIONS

Supervises the District Accountability and Evaluation Program to include assessment and evaluation, testing programs, district-wide student database and analysis of data for continuous improvement, and coordination of the District Annual Progress Report.

Disseminates and interprets research and evaluation data to the district and school-level personnel.

Plans and develops research and experimental programs that will provide information concerning the instructional program.

Develops and coordinates all district-wide research projects.

Provides menu-driven reports on software from data in the central student database and databases linked to it for use by district and school teams and individuals.

Assists district and school teams with research design, data collection, and data analysis during action research efforts.

Analyzes district and school data such as test scores, attendance records, discipline record, dropout records, and survey results to produce annual district and school profiles.

Assists in the development of district and school accountability goals and benchmarks and reports the results.

Assists schools and district in compiling, reviewing, and analyzing data required by the

Trains school and district personnel in the retrieval of data from the central student database and databases linked to it.

Provides training to district and school teams in the use of data for continuous improvement.

Is effective in the administration and coordination of the Title II program to ensure district compliance with the federal mandate.

Designs, conducts, and reports results of surveys as required.

Works with principals in the development, implementation, and evaluation of the school based strategic planning.

Works with District staff in the development, implementation, and evaluation of the District Strategic Plan.

Provides leadership in the development of various types of assessment for all areas of the curriculum.

Coordinates all federal, state and district wide testing programs as District Test Coordinator. Provides training to School Test Coordinators to assure smooth and accurate processing and flow of testing materials distribution.

Assures that the district meets staff development requirements as specified by the S.C. Department of Education and state law. Maintains accurate records for all staff development activities.

Assesses the staff development needs of all district employees as required. Coordinates utilization of the leadership skills and expertise of school district personnel in implementing staff development activities. Cooperates with institutions of higher education and community agencies to offer courses, workshops, and seminars that meet the staff development needs of the district and its employees.

Provides planning and implementation of district staff training as related to accountability measures and data-driven decision making.

Coordinates professional development programs throughout the district. Organizes and supervises appropriate professional development training for classified personnel.

Assists with evaluation training (SAFE-T, Mentor) for District staff.

Serves as ADEPT Plan creator; monitors and ensures District compliance with State laws and regulations.

Serves as SLO teacher evaluation trainer as well as monitors and ensures District compliance with State laws and regulations pertaining thereto.

Creates, maintains and/or monitors instructional websites, including District instructional page.

Provides support for schools and District in analysis and interpretation of State and Federal Accountability systems.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Master's degree in Education Administration or a related discipline with three to five years of teaching experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid teaching certificate and a South Carolina driver's license.

Knowledge:

Thorough knowledge of District policies, programs and activities related to accountability and assessment. Knowledge of state and district testing programs. Thorough knowledge of systems thinking and total quality management. Thorough knowledge of educational data and statistical support systems. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knowledge of effective training and management methods.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to provide leadership in planning, developing, and implementing effective measures to assure accountability and assessment. Ability to develop and maintain effective working relationships with district staff. Ability to provide assistance in planning, developing, organizing, directing and coordinating various activities and programs related to accountability and assessment. Ability to use independent judgment and discretion in conducting assigned duties. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to provide assistance in budget preparation and review. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to complete, process, and maintain required records, reports, and confidential personnel information.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to fifty pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

Responsible for designated budget.
Limited supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____