

Hyde County Schools

DIRECTOR OF TESTING AND ACCOUNTABILITY

COORDINATOR OF DRIVER'S EDUCATION

NATURE OF WORK

Under limited supervision, performs a variety of supervisory, professional, and administrative tasks in directing the administration for all kinds of State and local tests for the district, and facilitates improving student achievement through administering State and local tests and assessments smoothly. Work involves providing departmental leadership, working closely with the individual schools and the State Department. Employee also works with inside and outside agencies to share information and determine the most effective means of administering all kinds of tests. Employee supervises school level data managers.

DUTIES AND RESPONSIBILITIES

Organizes and directs the testing and accountability department; sets goals for the department and directs testing administration programs; executes, monitors, and evaluates the progress of the programs.

Based on State testing schedule and local assessment needs, creates annual testing schedule, delivers the schedule to the schools on time, and produces testing administration reports.

Secures all testing materials and documents through guiding all testing coordinators, specialists, and testing material support personnel to follow State and local testing ethics and rules.

Prepares and provides materials to the Superintendent for presentations to the Board of Education, principals, teachers, parents and community groups; attends regular meetings of the Board as designated by the Superintendent; conducts staff meetings; attends other related meetings.

When needed will draft letters and memoranda for the Superintendent.

Reviews and edits departmental reports and other school system documents.

Supervises the maintenance of records, reports, inventories and documentation of costs for budget preparation and to ensure the fiscal responsibility of the organization and is accountable

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for testing materials.

Stays current with professional journals and research papers; attends seminars, conferences and workshops to continuously update professional knowledge.

Works with driver's education teachers to coordinate the driver's education program.

Reports to the State Department and Department of Motor Vehicle as required.

Performs special projects assigned by Deputy Superintendent and Superintendent.

Completes random moment in time studies as required by MAC program guidelines.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master in Educational Administration, or Testing and Evaluation, or a related field, and 5-7 years of experience in educational administration, testing/evaluation administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally; and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics of data, people or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats.

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Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology.

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Requires the ability to deal with people beyond giving and receiving of instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of educational administration, or testing and evaluation in general. Special knowledge of North Carolina testing programs including regular EOG tests, EOC tests, MSL and all alternative tests for special needs students; as well as local needs tests and assessments is a must.

Thorough knowledge of program guidelines and professional standards.

Considerable knowledge of the Common Core Standards and North Carolina Essential Standards.

Considerable knowledge of the County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the current legislature, literature, trends, methods and developments in the areas of assessment and testing.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of the principles of organization, supervision, and administration.

General knowledge of database, statistics, and graphical software available.

Skill in training and supporting school administration, data managers, and other staff.

Skill in designing data collection instruments such as surveys.

Ability to develop and implement short-and long-term goals that would move the

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testing and accountability program in the district forward.

Ability to develop and present training.

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Superintendent

FSLA STATUS: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.