

SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

SUPERVISOR, [ASSESSMENT, ACCOUNTABILITY, AND SCHOOL IMPROVEMET
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SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: RESEARCH, ASSESSMENT, AND EVALUATION (9015)

QUALIFICATIONS:

- (1) Masters Degree from an accredited educational institution.
- (2) Minimum of three (3) years experience in school-based and/or central office educational leadership.
- (3) Background in statistics, research, evaluation, and/or student assessment. Graduate training preferred.
- (4) Minimum of three (3) years experience coordinating large-scale testing programs at the district level or with other educational testing organizations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge [and technical expertise in the areas of data analysis, statistics, evaluation, assessment, and research. Knowledge of federal laws, state statutes and local requirements related to accountability, test administration and test security, and school improvement. Ability to oversee the planning, implementation and evaluation of system-wide programs and district initiatives. Ability to provide leadership in areas of responsibility. Ability to communicate effectively across a wide spectrum of stakeholders. []

REPORTS TO:

Executive Director, Research, Assessment and Evaluation

JOB GOAL

To provide administrative oversight and supervis[ion for the coordination, implementation, compliance monitoring and reporting associated with state, federal, and local student assessment and testing programs, Provide leadership and direct the functions of and compliance with all federal and state regulations for accountability and school improvement. Direct the development of data and reporting systems to support progress monitoring and school improvement efforts. []Conduct research and statistical analysis to support strategic planning effort and assist in evaluating the degree to which schools are achieving their educational goals . [] Oversee the district's grants administration program.

SUPERVISES:

Secretary
Program Specialists

SUPERVISOR, STUDENT ASSESSMENT AND PROGRAM EVALUATION (Continued)

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as the district contact with the Florida Department of Education for accountability, assessment, school improvement and grants administration.
- (2) Direct the personnel, functions and activities, and provide leadership in the areas of responsibility.
- (3) the administration and reporting of all Federal/state/school board mandated testing/assessment programs, including oversight for training of school test administrators, monitoring compliance with state administration procedures, maintaining the security of tests, and disseminating results.
- (4) Direct the state-initiated test security investigations and test audits, including guiding schools in the compilation of required records, evaluating findings and submitting reports to the state.
- (5) Oversee the planning, development, implementation of system-wide formative assessment programs and lead district efforts in the interpretation and application of formative assessment data for progress monitoring.
- (6) Provide leadership and guidance to district and school personnel in the implementation of the state requirements for differentiated accountability.
- (7) Oversee schools' development of their annual school improvement plan and other compliance documents and records.
- (8) Support schools and ensure their compliance with state requirements for the timely submission of baseline data, mid-year data and mid-year reports.
- (9) Direct the development, implementation, and maintenance of data and reporting systems to provide teachers and administrators with timely access to relevant student, class, and school-level data and summary reports.
- * ~~(2)~~ (10) Supervise the multi-school and/or system-wide program evaluation studies and data analysis for research to determine best practices.
- * ~~(3)~~ (11) Present and interpret for the School Board, Superintendent, district/school staff, and community relevant and timely disaggregated and trend data on student achievement, school grades, Adequate Yearly Progress (AYP), college readiness, graduation/dropout and other accountability measures.
- * ~~(4)~~ (12) Collaborate with the Curriculum and Instructional Department in analyzing district assessments to assist with progress monitoring
- * ~~(5)~~ (13) Consult with individual school staff and department heads for the purpose of studying program effectiveness, placing students, and evaluating School Improvement Plans.
- (14) Direct the design and delivery of teacher and administrator training and workshops in the interpretation and use of data for instructional decision-making and to support instructional program and school improvement efforts.
- * ~~(6)~~ * ~~(7)~~

SUPERVISOR, STUDENT ASSESSMENT AND PROGRAM EVALUATION (Continued)

- (15) Provide leadership for the development, application, and procurement of state and federal categorical grants and discretionary grants which provide funding and meet district needs.
 - (16) Develop working relationships with contacts at local, state, and national agencies to keep abreast of funding opportunities and coordinating those with district initiatives and goals.
 - (17) Supervise the district grant application process, including the preparation of GAFs for agenda review and School Board approval.
 - (18) Direct staff in the development and delivery of grant writing workshops, tools and other support materials to promote quality applications and facilitate the acquisition of grants by school personnel and departments.
- * ~~(8)~~ []* ~~(9)~~ (19) Respond to inquiries or concerns in a timely manner.
 - *~~(10)~~ (20) Keep the immediate supervisor informed, through appropriate channels, of potential problems or unusual events.
 - *~~(11)~~ [.]
 - *~~(12)~~ (21) Keep well informed about current trends and best practices in areas of responsibility.
 - *~~(13)~~ (22) Maintain expertise in assigned areas to fulfill project goals and objectives.
 - *~~(14)~~ (23) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
 - *~~(15)~~ (24) Promote and support professional growth for self and others.
 - *~~(16)~~ (25) Develop annual goals and objectives consistent with and in support of District goals and priorities.
 - *~~(17)~~ (26) Maintain a network of peer contacts through professional organizations.
 - *~~(18)~~ (27) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
 - *~~(19)~~ (28) Prepare or oversee the preparation of all required reports and maintain appropriate records.
 - *~~(20)~~ (29) Serve on District, state or community councils or committees as assigned or appropriate.
 - *~~(21)~~ (30) Represent, consistently, the District in a positive and professional manner.
 - *~~(22)~~ (31) Assist in implementing the District's goals and strategic commitments.
 - *~~(23)~~ (32) Exercise proactive leadership in promoting the vision and mission of the District.
 - *~~(24)~~ (33) Set high standards and expectations for self and others.
 - *~~(25)~~ (34) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
 - *~~(26)~~ (35) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
 - *~~(27)~~ (36) Facilitate problem-solving by individuals or groups.
 - ~~(28)~~ (37) Perform other incidental tasks consistent with the goals and objectives of this position.

SUPERVISOR, STUDENT ASSESSMENT AND PROGRAM EVALUATION (Continued)

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities