

DeKalb County School District Position Specification

Title: Director, Assessment

DIVISION: Office of Accountability & Continuous Improvement

GRADE: 132

DEPARTMENT: Research, Assessment & Grants

WORK DAYS: 246

REPORTS TO: Chief of Accountability & Continuous Improvement

FLSA STATUS: Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HCM): March 1, 2020

General Statement of Job

Under minimal supervision, manages the alignment, implementation, and analysis of the District's assessment program and oversight of student assessment records and student assessment data. Responsibilities include using the district's student data systems to measure student performance over time, providing the school district, staff and parents with data analysis and interpretation, and works collaboratively with all stakeholders and communicates effectively with stakeholders regarding successful use of data. Evaluates assigned personnel and performs related work as required. Oversees all aspects of the District's assessment program, including direct interface with the local, state, and federal education agencies.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan. Other duties may be required and assigned.

<ul style="list-style-type: none">Oversees and manages the District's assessment program, which implements the monitoring system for student achievement, perception data, program data, and demographic data
<ul style="list-style-type: none">Researches best practices, methods and procedures for implementing assessment programs and practices
<ul style="list-style-type: none">Utilizes the District's student data system to measure student assessment performance over time to inform educational decision making
<ul style="list-style-type: none">Supervises and assists with the evaluation of assigned personnel
<ul style="list-style-type: none">Support all aspects of the State online test management system, including print orders, and monitor for accuracy and statutory compliance
<ul style="list-style-type: none">Review assessment results for accuracy and update relevant data, as needed
<ul style="list-style-type: none">Support planning for and implementation of mandated State and local assessments
<ul style="list-style-type: none">Assists with creating policies and procedures to ensure that the District complies with federal and state laws; and provides federal and state law updates

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

<ul style="list-style-type: none"> • Monitors and evaluates local school assessment processes to ensure that all schools are in compliance with federal and state laws and regulations; addresses and resolves compliance findings
<ul style="list-style-type: none"> • Assists with development of annual budgets; monitors spending; and reports expenditures
<ul style="list-style-type: none"> • Provide technical support and professional learning to school staff responsible for local and State assessments
<ul style="list-style-type: none"> • Performs other duties as assigned

Education and/or Experience

Master’s degree in Education, Education Administration, Psychology, Counseling, Statistics or closely related field from a Professional Standards Commission approved accredited college or university is required.

Minimum five (5) years of experience in Education, Education Administration, Psychology, Counseling, Statistics or closely related school-based or managerial/administrative experience is required.

Certificates, Licenses, Permits: Requires valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

Knowledge, Skills & Abilities

Knowledge of organizational and department functions; operational procedures; DCSD policies and procedures; principles and practices of supervision; budgeting and spending; relevant available public and private resources and services; and effective training and delivery models for adult learners

Skill In coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; effective oral, written and interpersonal communication; data analysis; case management and records retention; taking and transcribing dictation and a variety of materials that may include statements and minutes; composition of a variety of correspondences, reports and other materials

Ability to perform a variety of administrative support assignments; meet and interact with various governmental officials, community representatives, students, parents, personnel and other visitors; convey complex or multi-tiered information to persons in a user-friendly and understandable manner; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

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Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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