Purpose Statement

The job of Director of Assessment and Evaluation is done for the purpose/s of providing strong leadership in the implementation and supervision of the departments functional units of program evaluation, management, testing, and assessment reporting in order to produce and deliver the highest quality of professional development in support of the district's strategic mission and goals; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Executive Director of Curriculum, Instruction and Accountability

ESSENTIAL Functions

- Assists with on-going efforts to improve and integrate electronic test administration, scoring and reporting at the classroom and district level for the purpose of ensuring accurate and efficient methods.

- Attends work on a regular and predictable basis for the purpose of providing students and staff with high quality service and education.

- Collaborates with internal and external educational agencies (e.g. DESE, MSTA, NEA, Federal, Team Liberty, Assessment Plan, Strategic Planning, etc.) for the purpose of implementing and/or maintaining services and programs.

- Compiles data from a variety of sources for the purpose of evaluating district testing program; developing programs and/or services and complying with financial, legal and administrative requirements.

- Coordinates MOSIS and Core Data Information from Curriculum and Instruction department programs for the purpose of delivering services which conform to established guidelines.

- Facilitates meetings, workshops, seminars on a variety of topics (e.g. local and state committees, project teams, Marzano Consortium and Standard Based Grading initiatives, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

- Implements the selection of evaluation designs, evaluation activities, data analysis, results reporting and communication for the purpose of conforming to district and state curriculum and/or instructional objectives.

- Maintains updated compiled reports of active and instructional related programs and projects of schools for the purpose of providing ongoing evaluation.

- Prepares a wide variety of written materials (e.g. surveys, state testing reports, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Provides supervisory direction for the purpose of achieving and maintaining proficient and efficient district-wide testing administration, of all state and district level assessments, test material security and accountability.
• Provides evaluation technical assistant to schools and other district units for the purpose of meeting evaluation needs as would be required by schools and grant-sponsoring agencies.

• Researches a variety of topics for the purpose of developing new programs and/or master plans.

• Responds to issues and inquiries from school district administrators and educators for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

• Serves as a internal consultant to schools and other departments for the purpose of providing technical assistance regarding issues related to program evaluation, testing and assessments.

• Supervises the activities and management of testing and assessments for the purpose of achieving district and department goals and objectives.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: strong visionary and supportive leadership skills; strong team building and management skills; operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: statistical and assessment software; pertinent laws, codes, policies, and/or regulations; personnel processes; program planning and development; concepts of grammar and punctuation; adult learning styles; and the change process.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education (Minimum): Masters degree in job-related area.
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.