

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Director of Assessment and Accountability	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Associate Superintendent Academic & Technology Services	PAY GRADE:	880
DEPT./SCHOOL:	Academic Services	DATE REVISED:	9/16/09

PRIMARY PURPOSE:

Evaluate programs to improve student achievement, analyze local, state accountability and AEIS data, and fulfill the role of District Coordinator of State Testing Program.

QUALIFICATIONS:

Education/Certification:

Master's Degree

Special Knowledge/Skills:

- Ability to evaluate instructional program and teaching effectiveness
- Knowledge and understanding of testing and measurement
- Understanding of MAP, CogAT and TAKS assessments
- Strong analytical and information system skills
- Strong organizational, communication, public relations, and interpersonal skills
- Willingness to execute written employment contract with Plano ISD

Experience:

- Five years of teaching and/or educational administrative experience
- Three years in an instructional leadership role preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Evaluate and identify areas of likely improvement in the instructional and other curriculum support programs.

Coordinate the administration, including security measures, of the state-testing program.

Coordinate and assist in developing or selecting, administering, interpreting, and reporting the district's local testing program and procedures.

Develop and report detailed analyses of student measurement for local achievement growth, state accountability and AEIS data for the district.

Research and make available to curriculum staff new learnings and developments in assessment techniques.

Assist curriculum staff in the design of evaluation projects.

Ensure that student progress is evaluated on a regular, systematic basis, and the findings are used to make instructional programs and services more effective.

Employ effective interpersonal skills.

Obtain and use evaluative findings, including student achievement data, to examine program/service effectiveness.

Provide training and assist in data needs for the SBIC process.

Develop, maintain, and utilize the appropriate information systems and records necessary for attainment of the campus and district overall school improvement efforts.

Recognize and reinforce excellence.

Delegate duties, responsibilities, and functions effectively.

Demonstrate skill in coaching staff and peers; provide technical assistance to the curriculum staff concerning the use of data in the teaching and learning process.

Develop training options and/or improvement plans to ensure the best operation in the area of testing.

Secure consultants, specialists, materials, and other community resources to assist in meeting program goals.

Implement the policies established by federal and state law, State Board of Education rule, and the local board policy in testing.

Assist in compiling reasonable budgets and cost estimates based upon documented program needs.

Supervise and evaluate department staff.

Take the initiative to develop professional skills appropriate to job assignments.

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

Articulate the school's mission to the community and solicit its support in making that mission become a reality.

Communicate district goals, test scores, accountability measures, and accomplishments to parents and the community at large to solicit their support on these issues.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent districtwide and/or statewide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____ Date _____

Reviewed by _____ Date _____