

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Of Assessment & Accountability

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide professional leadership in the development, implementation and oversight of instruction and assessment programs for the District. The position is responsible for supervising professional administrative, management and support staff; coordinating school improvement planning, school curricula, instruction and assessment programs; developing systems for staff allocation; coordinating accreditation procedures, and performing related professional, administrative and supervisory work as required. The position develops and implements programs within organizational policies; reports major activities to the Superintendent executive level administrators through conferences and reports.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Provides professional leadership in the development, implementation and oversight of the Districts instruction and assessment programs.

Supervises the work and services of subordinate professional, administrative and support staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Develops and facilitates professional development opportunities for staff; serves as coach and mentor as necessary.

Develops and implements policies and procedures; establishes and monitors progress toward program goals and objectives.

Prepares and administers assigned budgets; approves expenditures and prepares related reports.

Ensures program compliance with applicable policies and procedures, and state and federal regulations.

Evaluates assigned program areas and makes adjustments as necessary to maximize effectiveness.

Supervises the development of District benchmark assessments and progress monitoring; orders assessment materials; analyzes compiles and distributes assessment data for required reporting and executive-level decision making.

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Oversees all standardized testing and analyzes data from such testing.

Maintains balanced scorecard documentation.

Develops and maintains systems for staff allocation and FTE predictions.

Coordinates SAC accreditation visits and manages a Districtwide system to ensure compliance with accreditation standards.

Organizes, presents and promotes high school and middle school academic challenge competitions.

Researches, compiles data for and prepares various other statistical, administrative and professional reports as required by individual schools, the District and/or other agencies.

Attends School Board meetings to address programs and concerns as required.

Represents the District on various committees and task forces as appropriate; attends professional and community meetings; interprets the District's instruction and assessment programs and related policies to the general public.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Performs general administrative work as required, including preparing correspondence, entering and retrieving computer data, reviewing mail and literature, attending meetings.

Attends meetings, training, seminars and conferences as appropriate to enhance job knowledge and skills.

Possess a working knowledge of the district's electronic gradebook program and provide administrative support as needed.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation,*

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*investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

## **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

## **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

## **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

## **Impact of Decisions:**

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*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a master’s degree in education, education leadership or related field.

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

Requires Florida certification in a subject area and/or educational leadership or administration and/or supervision.

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires five years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum

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qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking some of the time, exerting up to 50 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

### **American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Term of Employment:**

Annual Contract

### **Reports To:**

Executive Director of Teaching & Learning

### **Supervises:**

Professional, administrative and support staff

PAY GRADE: From: DD To:

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016