

Union Public Schools Job Description

Job Title: Director of Student Assessment
Department: Teaching and Learning
Reports to: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: To provide leadership in the ongoing development and improvement of the entire assessment and intervention/ remediation program of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in the formulation of a philosophy and objectives for the curriculum assessment program.
- Prepares and administers the sections of the budget that pertain to assessment, evaluation, and special projects.
- Coordinates all formal efforts of the professional staff in projects of assessment, evaluation, and special projects.
- Coordinates all formal efforts of the professional staff in projects of assessment and evaluation.
- Participates in the work of state and national evaluation and assessment associations and study groups.
- Works with principals and teacher committees in coordinating continuity and articulation of the assessment program throughout the District.
- Assumes responsibility for reviewing, evaluating, and reporting results of District-wide testing programs, and for other evaluative measures used by the schools.
- Provides District supervision of gifted/ talented program.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the Curriculum Specialists.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree and three years administrative experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Computer mainframe spreadsheet experience. Ability to apply knowledge of current research and theory in specific field and communicate graphically. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communications. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and occasionally talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee will occasionally drive a car while performing the duties of this job. Specific vision abilities required by this job include close vision and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Position usually demands meeting deadlines with severe time constraints and frequently working irregular or extended hours.

The noise level in the work environment is usually very quiet.