



# Longview Independent School District

## JOB DESCRIPTION DIRECTOR - STUDENT ASSESSMENT

<b>JOB TITLE:</b>	Director - Student Assessment	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Research, Planning, & Accountability	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>PAY GRADE:</b>	Administrative 4

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### PRIMARY PURPOSE:

To coordinate the administration of the state assessment program and provide training and oversight to support appropriate administration of state assessments

### QUALIFICATIONS:

#### Education/Certification:

Master's degree in Educational Administration or Curriculum and Instruction  
Valid Texas teacher certification  
Mid-management supervisor's certification

#### Special Knowledge/Skills:

- Thorough knowledge of State assessments
- Thorough knowledge of curriculum and instruction
- Strong communication, public relations, and interpersonal skills
- Advanced computer and technology skills
- Ability to be accurate and efficient in all phases of assigned responsibilities

#### Minimum Experience:

Five years experience as a classroom teacher  
Five years successful experience in instructional leadership roles, preferred

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Facilitate all phases of state assessments, including test administration, compliance, coordination of training, collection, distribution, and shipping of materials
2. Ensure adherence to federal and state law, rules, and policies governing the state assessment program



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Ensure compliance with and development of state and district safety and emergency policies and procedures
4. Perform duties in a professional, ethical, and responsible manner as defined in the TEX Code of Ethics for Educators
5. Conference with campus assessment contacts to evaluate and improve assessment management procedures
6. Monitor, comply, maintain, update/correct, and file student/campus, departmental, state and local assessment records and data
7. Utilize technology to support state and district assessments and other curriculum and instruction projects
8. Plan and provide professional development and training related to state assessments to coordinators, principals, other administrators, evaluation personnel, and instructional staff
9. Support curricular and instructional activities to meet student needs
10. Support all phases of the district benchmark process and other district testing
11. Plan appropriate time, resources, and materials to support accomplishment of educational and assessment goals
12. Assist in representing the district in activities with other schools, institutions, and/or professional or community groups
13. May serve as a second PDAS appraiser
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
18. Demonstrate regular and prompt attendance
19. Perform other duties as related to the position and as assigned



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### SUPERVISORY RESPONSIBILITIES:

- Supervision of campus testing coordinators and contacts as required to appropriately administer state assessments
- Coordination of efforts between campus contacts and technology staff for online testing
- Supervision of departmental secretaries

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Feb., 2017**