

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

COORDINATOR, ACCOUNTABILITY AND SCHOOL IMPROVEMENT

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of five (5) years successful experience in education to include teaching and one (1) in administration or supervision

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, State and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to plan and present information to the public and facilitate to various size groups using facilitative leadership skills. Ability to work cooperatively with school personnel, community and other departments and agencies. Advance interpersonal and communication skills.

REPORTS TO:

Assistant Superintendent for Curriculum and Instruction

JOB GOAL

To provide and assist schools in the areas of accountability and school improvement.

SUPERVISES:

School level designees

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise and evaluate the performance of all Testing and Evaluation staff members.
- * (2) Serve as the liaison between the Department of Education and the district on matters concerning testing and evaluation.
- * (3) Serve as a resource to administrators, supervisors and teachers on issues of testing and and/or evaluation.
- * (4) Responsible for test development activities.
- * (5) Responsible for the administration, scoring and reporting of locally developed tests.
- * (6) Responsible for the administration, scoring and reporting of countywide achievement test.
- (7) Responsible for the administration of the Statewide Student Assessment Test, SAT and ACT.
- * (8) Responsible for the design, implementation and reporting of evaluation projects within the department.
- * (9) Responsible for reviewing all research projects submitted to the school district recommending action.
- * (10) Responsible for test security.
- * (11) Responsible for maintaining test records.
- * (12) Responsible for providing staff development to Testing and Evaluation.
- * (13) Communicate the role and benefits of program evaluation to school district personnel.
- * (14) Provide leadership for evaluation services in the district.
- * (15) Design, implement and report program evaluation activities.
- * (16) Assist in the development and selection of data gathering instruments.
- (17) Represent the Department at Testing and Evaluation workshops, meetings and conferences assigned by the Director of Student Services.
- (18) Maintain communication with the Director of Student Services and the Area Supervisors on issues that affect the Department of Testing and Evaluation.
- * (19) Supervise and monitor evaluation consultant activities.
- * (20) Supervise all countywide and state testing programs.
- * (21) Coordinate the data analysis plans with Data Processing Department.
- * (22) Provide technical assistance to school principals and Area Directors of instruction for the school improvement process.
- * (23) Establish and provide leadership for collaborative team to ensure that curriculum and instruction initiatives are student focused and aligned with the District mission and beliefs, and school goals and improvement plans.
- * (24) Provide leadership and assistance to school personnel in the use of assessment data for improvement of instruction.
- * (25) Coordinate the District's testing program and disseminate test results.

COORD, ACCOUNTABILITY & SCHOOL IMPROVEMENT con't

- *(26) Assume other duties assigned by the Executive Director of Instruction and Student Services.
- *(27) Coordinate and interpret District rules, policies and State Law pertaining to District Drop-out Prevention Program, including writing the District plan.
- *(28) Coordinate and interpret student record laws, rules and policies, and provide for maintenance and transfer if student records.
- (29) Provide leadership in planning and acquiring appropriate teaching materials and textbooks.
- (30) Oversee math and science textbook adoptions.
- (31) Provide assistance, resources and training to school Advisory Councils pursuing School Improvement Activities.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

SALARY LOCATOR: Support Personnel Salary Schedule 4