



EMPLOYEE NAME: _____

Created: 7/14; Revised 2/17; 6/18; 2/19

JOB DESCRIPTION

POSITION TITLE: Supervisor, Evaluation Systems	JOB CODE: 473C or 473B
DIVISION: Human Resources	SALARY SCHEDULE: Professional/Supervisory Support or Annual Central Office Personnel
DEPARTMENT: Leadership Management & Evaluations	WORK DAYS: 238
REPORTS TO: Director, Leadership Management & Evaluations	PAY GRADE: Rank C (NK03) or CS1 (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages the process for the Evaluation System by ensuring that the necessary training is completed; develops and manages the implementation of timelines and guidelines for the Evaluation System; assists with updates for the Teacher and Leader Keys website and provides support to school staff and administrators.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; Master Degree preferred
2.	Certification/License Required: Preferred Certified State TKES /LKES Trainer
3.	Experience: 3 + years HR Management or School Experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; proficient skills in using Microsoft Office; excellent customer service skills; excellent work organization and multi-tasking skills; planning; training; leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Compiles and generates evaluation reports as necessary utilizing the Electronic Platform.
3.	Manages and leads the training process to ensure all administrators are trained and credentialed on the Effectiveness System prior to the beginning of each school year; establishes quarterly training schedule for new administrators throughout the year in collaboration with the Leadership Division.
4.	Manages the daily administration of the Evaluation System for certified and classified staff.
5.	Performs research and analysis to ensure that the best processes are in place to streamline the Evaluation Processes within the District.
6.	Manages and oversees the P.A.S.S. website for all evaluation instruments and guidelines set forth by the Cobb County School District.
7.	Manages the development and updates for training materials associated with the Evaluation system(s).
8.	Manages the training and development of user guides for administrators on utilizing and navigating the Electronic Platform.
9.	Manages the development and implementation of Evaluation System timelines and guidelines to ensure all employees are knowledgeable of expectations and deadlines from the Evaluation Team.
10.	Provides support to School Staff and Administrators to ensure that Evaluation deadlines are met in a timely manner.
11.	Manages and serves as the point of contact for both the Teacher Keys Effectiveness System and the Cobb Keys Evaluation System for all certified and classified employees.

12.	Advises and consults with Principals and Assistant Superintendents on implementation of the Effectiveness System.
13.	Updates messages on the Teacher and Leader Keys Website and Electronic Platform to ensure it provides current and accurate information.
14.	Manages the Teacher and Leader Keys Website and updates as necessary with the most current information.
15.	Collaborates with the Director, Leadership Management & Evaluations to update new policies and procedures within the Evaluation System.
16.	Reviews evaluations for compliance and accuracy to ensure validity of evaluations.
17.	Maintains excellent relationships with Administrators and other District Departments.
18.	Acts as a liaison between the District and the Department of Education for evaluation updates.
19.	Provides training updates and other necessary evaluation updates as needed to required personnel.
20.	Participates and attends necessary trainings, webinars and conferences required to keep abreast of changes, current training techniques, policies, and procedures.
21.	Represents the District at designated meetings, as required.
22.	Receives necessary training to become a State TKES/LKES Trainer.
23.	Assists and supports the Director, Leadership Management & Evaluations and the Deputy Superintendent with other Evaluation needs.
24.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____