



**EMPLOYEE NAME:**

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Revised: 7/85; 2/88; 1/89; 8/91; 11/91; 5/93; 2/94; 12/94;  
5/95; 3/96; 11/96; 2/98; 4/01; 6/05; 8/10; 10/12; 3/13; 3/15; 6/18

**JOB DESCRIPTION**

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|---|---|
| <b>POSITION TITLE:</b> Supervisor, Assessment & Personalized Learning   | <b>JOB CODE:</b> 621A                                   |
| <b>DIVISION:</b> Academic, Teaching and Learning  | <b>SALARY SCHEDULE:</b> Annual Central Office Personnel |
| <b>DEPARTMENT:</b> Assessment & Personalized Learning   | <b>WORK DAYS:</b> 238                                   |
| <b>REPORTS TO:</b> Director, Assessment & Personalized Learning   | <b>PAY GRADE:</b> CS1 (5, 6, or 7)                      |
| <b>FLSA:</b> Exempt   | <b>PAY FREQUENCY:</b> Monthly                           |
| <b>PRIMARY FUNCTION:</b> Provides leadership for Teaching & Learning areas including assessment, evaluation, and personalized learning. |   |

**REQUIREMENTS:**

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|----|---|
| 1. | Educational Level: Master Degree required; Specialist Degree preferred  |
| 2. | Certification/License Required: Valid Georgia Teaching Certificate; Valid Georgia Leadership Certificate  |
| 3. | Experience: 3 years teaching experience; district or building leadership experience preferred   |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities  |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; knowledge of trends, theory and practice in planning, assessment and personalized learning; ability to organize and prioritize; ability to present complex data and materials to a variety of audiences |

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

**ESSENTIAL DUTIES:**

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| 1.  | Demonstrates prompt and regular attendance.  |
| 2.  | Provides proactive leadership for the Office of Assessment & Personalized Learning in the areas of evaluation, research, and assessment reporting.   |
| 3.  | Maintains a close working relationship with school-based and district level administrators to ensure information exchange, coordination of efforts, and support for decision making processes. |
| 4.  | Responds in a timely manner to requests for information or assistance.   |
| 5.  | Provides professional development for school and district personnel in the use of assessment data for decision making.   |
| 6.  | Assists in organizational analysis and development.  |
| 7.  | Assists in the development of policies and administrative guidelines for assessment and evaluation.  |
| 8.  | Reviews requests from outside agencies or individuals to serve as a strategic partner within the school district.  |
| 9.  | Prepares or oversees the preparation of technical reports, results of data analyses, surveys, and procedural manuals.  |
| 10. | Keeps up to date on state mandates and priorities as they relate to job responsibilities.  |
| 11. | Utilizes technology tools and software for data driven decision making.  |
| 12. | Assists division personnel in keeping abreast of trends and developments in research and evaluation theory and practice.   |
| 13. | Serves on district committees and task forces in support of district initiatives and priorities.   |
| 14. | Assists in the development of the annual budget for the Office of Assessment & Personalized Learning.  |
| 15. | Performs other duties as assigned by appropriate administrator.  |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_