



EMPLOYEE NAME: \_\_\_\_\_

Revised: 8/14; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, High School Assessment	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic, Teaching and Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Assessment and Personalized Learning	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Assessment and Personalized Learning	<b>PAY GRADE:</b> CS1 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supervises and monitors High School Assessment program and related initiatives; provides direct support through professional learning to school-based personnel in the development, implementation and analysis of student assessment and performance results.	

### REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate ; Valid Georgia Educational Leadership Certification
3.	Experience: 3 years teaching experience at secondary level; district or building level leadership experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent planning and organizational skills, leadership and training experience, strong understanding of instructional strategies, and multitask orientated

***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.	Provides professional development activities that improve the knowledge of assessment literacy.
3.	Trains staff in the development of common formative assessments for use in the proactive measurement of student mastery of content standards prior to high stakes testing.
4.	Supervises and monitors high school assessment programs and related initiatives.
5.	Collaborates with curriculum and instruction staff to support improved instructional practices in the classroom.
6.	Leads professional development programs for principals and administrators on effective assessment practices, including development, implementation, and analysis of student assessments and performance results.
7.	Develops instructional modules on assessment.
8.	Collaborates, coordinates, and plans staff development opportunities to train school personnel in the effective articulation of curriculum, assessment, instruction, and data analysis to inform instructional decisions.
9.	Assists in the preparation of budgetary requests and recommendations for the office of Assessment and Personalized Learning testing budgets on a yearly basis.
10.	Works with state, district, and school level departments and committees to plan for the implementation of assessment initiatives.
11.	Prepares policies and procedures necessary for standardized assessment support and alignment.
12.	Collaborates with local and district personnel to ensure students engage in appropriate assessments with appropriate accommodations to effectively measure progress against local, national, and world-class standards.
13.	Performs other duties as assigned by appropriate administrator.

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

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