



Employee Name

Created: 4/23

Revised 7/24;7/26

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Assessment & Data	JOB CODE: 621M
DIVISION: Strategy and Accountability	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Assessment & Data	WORKDAYS: 231 Employees
REPORTS TO: Director, Assessment & Data	PAY GRADE: CAD (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership for the ongoing development and continuous quality improvement of the CCSD student assessment program including the implementation of national and state standardized assessments, as well as locally developed assessments to ensure compliance with local Board of Education and Georgia Department of Education assessment requirements	
REVISION DATE(S): 7/24;7/26	

REQUIREMENTS:

1.	Educational Level: Master's Degree required; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate
3.	Experience: 5 years' experience in K-12 school programs; 3 years' school or district level leadership experience preferred; experience with assessment administration and/or assessment development preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Extensive knowledge pertaining to the state assessment program, national, and international assessments as well as standardized assessment administration procedures; assessment best practices; ability to communicate very complex information to a wide variety of audiences; excellent written and oral communication skills

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.	Serves as the primary System Test Coordinator as defined by the Georgia Department of Education and completes all tasks assigned to the role.
3.	Ensures the statewide K-12 assessment program is implemented with fidelity and monitored for compliance with local Board of Education and state assessment policy at the school and system level.
4.	Assists the Director of Accountability with leading the planning, implementation, budgeting and continuous improvement of the district's assessment program and accountability system and ensures district-wide assessment system data regarding student performance is made available and communicated to appropriate district staff via reports and presentations.
5.	Serves as a district liaison and builds partnerships with assessment research organizations and vendors utilized by the district to advance the CCSD assessment program.
6.	Oversees the development and implementation of assessment training to enhance the capacity of school Test Coordinators to effectively implement the CCSD assessment program, focusing on the administration of state, national, and international assessments, with fidelity to ensure compliance with local, state, and national policy.

7.	Leads the development and implementation of training for assessment staff to ensure compliance with local, state, and national requirements; keeps abreast of developments and innovations in assessment research by attending national, regional, state, and local meetings, conferences and seminars pertaining to assessment.
8.	Develops procedures for the implementation of new district, state, and national policy pertaining to assessment; reviews and revises CCSD policy and rules to ensure compliance with new/revised state and national policy pertaining to assessment.
9.	Collaborates and communicates effectively with all internal and external audiences as needed to support the district's vision, mission, and goals.
10.	Assists with selection and staffing of department personnel and conducts performance evaluations of assessment staff as assigned.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____