

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Assessment & Personalized Learning	JOB CODE: 621M
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Assessment & Personalized Learning	WORK DAYS: 238
REPORTS TO: Director, Assessment & Personalized Learning	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 a comprehensive student assessment system including the implementation of national and state standardized assessments, as well as the development and implementation of locally-developed assessments to ensure compliance with local Board of Education and Georgia Department of Education assessment requirements. Provides support for the Personalized Learning Departments.	

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 and skills pertaining to assessment development, assessment item development, and assessment administration best practices; 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 back-up/secondary System Test Coordinator as defined by the Georgia Department of Education and completes all tasks assigned to the role.
3.	Assists with ensuring the statewide K-12 assessment program is implemented and monitored for compliance with local Board of Education and state assessment policy at the school and system level.
4.	Assists the Director of Assessment & Personalized Learning with leading the planning, implementation, and continuous improvement of the district's internal assessment system to ensure district-wide data regarding student performance is formatively captured and disseminated to appropriate district staff.
5.	Serves as a district liaison and builds partnerships with assessment research organizations and vendors utilized by the district to advance the development of local, state, and national assessments.
6.	Assists the Director of Assessment & Personalized Learning with effective planning, implementation, and monitoring of budgets to support assessment and personalized learning.
7.	Assists the Director of Assessment & Personalized Learning with the development of professional learning to enhance the capacity of school leaders and classroom teachers to effectively implement the CCSD balanced assessment framework, including classroom assessment practices, formative assessments, state assessments, and national assessments.
8.	Leads the development and implementation of training for assessment staff; keeps abreast of developments and innovations in assessment research by attending national, regional, state, and local meetings, conferences and seminars pertaining to assessment.

9.	Communicates effectively with all internal and external audiences as needed to support the district's vision, mission, and goals.
10.	Assists the Director of Assessment & Personalized Learning with increasing personalized learning opportunities for all students, including gifted, advanced, and underperforming students. This includes but is not limited to preparing and delivering professional learning to school and district personnel, assisting with program evaluations, assisting with personalized learning initiatives, and supporting summer programming.
11.	Assists with selection and staffing of department personnel and conducts performance evaluations of assessment and personalized learning staff as assigned.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____