COBB COUNTY SCHOOL DISTRICT

EMPLOYEE NAME: _____

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; 10/26

JOB DESCRIPTION

POSITION TITLE: Supervisor, District Assessments	**JOB CODE:** 621A
DIVISION: Strategy and Accountability	**SALARY SCHEDULE:** Annual Central Office Personnel
DEPARTMENT: Assessment & Data	**WORKDAYS:** 231
REPORTS TO: Assistant Director, Assessment & Data	**PAY GRADE:** CS1 (5, 6, or 7)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Provides leadership for district assessment practices in collaboration with the Accountability Division to ensure the reliability, validity, and accuracy of assessment data.	
REVISION DATE(S): 10/26	

REQUIREMENTS:

1.	Educational Level: Master's 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 assessment development, assessment literacy, and formative instructional practices; ability to organize and prioritize multiple projects simultaneously; ability to present complex information and explain assessment best practices to a variety of audiences

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 proactive leadership for the Office of Assessment & Data in the areas of assessment development and professional learning for school and district personnel.
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.	Develops and facilitates professional learning for district and school staff pertaining to assessment development, assessment literacy, formative instructional practices, and the analysis of student assessments and performance results to inform instruction.
6.	Supports the Assistant Director of Assessment & Data with organizational analysis and development.
7.	Effectively collaborates with other departments to develop procedures and administrative guidelines for district assessments, as well as troubleshooting district assessment platform issues; serves as the Assessment & Data liaison for CTLS Assess.
8.	Manages the development and revision of all district-developed assessments and assessment items; serves as the Assessment & Data liaison for district-developed assessments.
9.	Prepares or oversees the preparation of district assessment data reports and support documentation associated with district assessments.
10.	Keeps up to date on state mandates and district 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 assessment policy, procedures, practices, and research.
13.	Serves on district committees and task forces in support of district initiatives and priorities.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____Date _____

Signature of Supervisor _____ Date _____