

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;
 7/26; 8/26

JOB DESCRIPTION

POSITION TITLE: Supervisor, Standardized 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, evaluation, and data reporting functions, ensuring high-quality implementation of standardized assessments, accurate data analysis, and coordinated support for schools and district decision-making.	
REVISION DATE(S): 7/26; 8/26	

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 trends, theory and practice in planning, assessment and data; 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:

1.	Demonstrates prompt and regular attendance.
2.	Provides proactive leadership for the Office of Assessment & Data 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 and collaborates with Assessment Program Managers to develop and facilitate training for School Test Coordinators to ensure state and CCSD assessment programs are implemented with fidelity.
6.	Assists in organizational analysis and development, and in the development of policies and administrative guidelines for assessment and evaluation.
7.	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.
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, leveraging technology tools and software to support data-driven decision making.
10.	Keeps up to date on state mandates and priorities as they relate to job responsibilities.
11.	Prepares policies and procedures necessary for standardized assessment support and alignment.
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 & Data.
15.	Supports school administrators with testing irregularities and ensures all required documentation is submitted.

16.	Performs other duties as assigned by appropriate administrator.
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Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____