

Job Description –Director of Accountability

Major Responsibilities and Duties:

Testing

1. Implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.
2. Provide timely support for testing administrators.
3. Consult with staff to provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
4. Develop and conduct training for district test coordinators and campus test administrators to ensure that tests are conducted and procedures are consistently followed.
5. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
6. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.

Analysis and Collaboration

7. Analyze and interpret compiled student test data to identify trends and opportunities. Ensure that campus instructional staff receive timely data in a clear and usable format to enable them to effectively develop student achievement goals and objectives.
8. Develop and present statistical studies, analysis, and evaluation reports as required. Conduct additional customized research based on district or individual campus needs.
9. Consult with district staff to develop, administer, and interpret evaluation guidelines and procedures.
10. Collaborate with instructional leaders to development, design, and select measurement instruments to assess the effectiveness of instructional programs and pilot projects.
11. Work with instructional teams to analyze test data and develop student achievement goals and objectives.

Budget, Recordkeeping, Reporting, and Inventory

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12. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
13. Complete evaluation and compliance reports as required by federal and state programs.
14. Develop, implement, and maintain an inventory system to track and monitor location of test materials throughout the distribution, return, and storage process.
15. Administer department budget and ensure that programs are cost-effective and funds are managed wisely.
16. Compile, maintain, file, and secure all reports, records, and other required documents.

Administration, Budget and Inventory

17. Assign work to testing coordinators and oversee completion

Other

18. Contribute to the development and delivery of training for district and campus test administrators to ensure that tests are conducted and procedures are consistently followed.
19. Organize logistics for scheduling and conducting all testing in the district including staffing, distribution, and security.
20. Attend board meetings. Prepare and present reports related to student performance and accountability.

Supervisory Responsibilities:

None

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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Athletic equipment, standard office equipment including computer and peripherals and other instructional equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____ Date _____