



DIRECTOR – TESTING AND ACCOUNTABILITY

SUMMARY/SCOPE/GOAL

Oversee, coordinate, and support all aspects of testing and accountability services, including the implementation, administration, analysis, and reporting of results related to federal and state assessment and accountability programs in support of school improvement and increased student achievement.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree and/or certification in Educational Leadership or related field.
- Intensive course work and/or experience in testing, statistics, and research designs.
- Minimum of three (3) years' successful experience in an educational supervisory and /or administrative position directly related to the instructional process.
- Experience in individual and group test administration and interpretation.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate all aspects of federal and state assessment and accountability functions.
2. Serve as primary liaison between the FLDOE, the District, and schools on issues of assessment and accountability.
3. Ensure the successful implementation of state and federal testing in accordance with all policies, protocols, and laws, including preparing for all components and methods of testing; ordering, receiving, disseminating, and collecting materials; training participants; troubleshooting; monitoring schools; ensuring accommodations; and maintaining test security and reporting security issues.
4. Coordinate and disseminate the analysis and reporting of assessment and accountability records.
5. Communicate district-wide testing plan and schedule with school-based leadership.
6. Effectively utilize technology to organize, analyze, report, and disseminate assessment and accountability results and assist school with the use of technology to better access and understand their results.
7. Create and disseminate an annual assessment calendar.
8. Assist District and school-level personnel in the interpretation and utilization of data to improve student achievement.
9. Collaborate with directors across divisions on matters in their area that require a critical review of student data.

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10. Present results and information related assessment and accountability trends, changes, and news to stakeholder groups.
11. Oversee the operating budget of the department.
12. Use computers, software, scanners, and other appropriate technological tools.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of Florida assessment and measurement systems and testing protocols. Knowledge of Florida accountability systems, including those for students, teachers, schools, and districts. Knowledge of state and federal laws and State School Board Rules related to student assessment and accountability. Knowledge of current trends and best practices in assessment, data analysis, and accountability. Ability to utilize technology and computer applications to meet the requirements of the position. Ability to plan, organize and prioritize. Strong presentation and communication skills, both oral and written, appropriate for a variety of stakeholders. Strong interpersonal skills and ability to maintain effective working relationships with other employees and stakeholders.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are more than those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or

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leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Leading and Learning	DEPARTMENT:	Leading and Learning
TITLE CODE:	D0235	CONTENT BY:	Jane Cline – Asst Supt. Elem Leading & Learning
GRADE:	29	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	2/25/2014	CLASSIFICATION:	Beth Thedy, Ed.D.

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/12/2001	Initial Release after development	
1.1	9/20/2001	Revised	
1.2	2/2014	Revised	
1.3	6/1/2021	New Format	Ellie Kelly – Human Resources
2.0	6/4/2021	Revised: Update scope, qualifications, and functions.	Jane Cline – Asst Supt. Elem Leading & Learning

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.