



Columbia County School District Job Description

Position Title: Director of Assessment and Student Learning Support Services		
Department: Student Learning	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent of Student Learning in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: Administrative Salary Scale and years of acceptable experience: Grade I	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Assistant Superintendent of Student Learning		

MINIMUM QUALIFICATIONS

Education: Education Specialist (Ed.S.) degree or higher in Administration and Supervision or Educational Leadership (Required). Must be eligible for a Georgia Certificate.

Essential Knowledge/Skills: Extensive knowledge of child development and growth. Extensive knowledge of the school-based management and problem-solving team process. Effective communication skills, both written and oral. Extensive experience and training that would provide the required knowledge, skills, and ability in the analysis of data and assessments to inform decision-making.

Experience: At least five years of teaching experience and a minimum of three years of successful administrative experience at the building or district level.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Establish and communicate a system-wide philosophy of the Department of Assessment and Student Learning Support Services.
- Collaborate with the Assistant Superintendent for Student Learning to coordinate services through the Department of Assessment and Student Learning Support Services.
- Provide direct supervision and guidance and support for the Department.
- Conduct all personnel annual evaluation for staff.
- Monitor the development and implementation of all aspects of the Department of Assessment and Student Learning Support Services.
- Facilitate support for schools through a team forum.
- Collect, analyze, disaggregate, interpret and facilitate the use of data and key information about student performance, school demographics, and other variables; provide direct guidance and support to district and school leadership on the use of data to inform decision-making.
- Facilitate a comprehensive and systematic review of assessment data relevant to student performance.
- Facilitate communication of guidelines and procedures for RTI/SST and psychological evaluation referrals.
- Provide training for schools in planning and developing strategies for students who are experiencing difficulty in the regular classroom.
- Review all SST referrals for psychological evaluations.
- Oversee the implementation and training of the data management systems.
- Facilitate and monitor the implementation of all state mandated assessments.

- Attend all system test coordinator's trainings provided by the Georgia Department of Education.
- Provide accurate and timely data to the Georgia Department of Education.
- Conduct assessment trainings for school test coordinators.
- Analyze and report all district and school level assessment results.
- Support schools in the disaggregation, analysis and interpretation of school, district, and state assessments to assist in the development of the School Improvement Plan.
- Serve as the district's 504 contact person.
- Review and coordinate the federal and state legislation/regulations related to 504 and share the impact of changes on the school district.
- Maintain accurate database and files of former and current 504 students.
- Maintain an updated 504 information on the district's webpage.
- Conduct ongoing needs assessment to refine and improve the Department of Assessment and Student Services.
- Plan, implement and facilitate professional learning opportunities for all department staff.
- Work collaboratively with the Department of Special Services and the Department of Student Learning.
- Monitor compliance with School Board Policies and Regulations.
- In collaboration with the Assistant Superintendent for Student Learning, develop, monitor and manage all aspects of the annual budgets.
- In collaboration with the Assistant Superintendent for Student Learning, conduct department staff annual evaluations.
- Assume and perform all other related work responsibilities assigned by the Assistant Superintendent for Student Learning.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 4, 2015