

GREENE COUNTY SCHOOLS

JOB TITLE: K-8 Data Assessment and Evaluation Supervisor

The job goal of this position is to provide leadership and technical support in establishing excellence in assessment and evaluation of instructional programs of the district.

- QUALIFICATIONS:**
1. Minimum of Master's Degree in Educational Administration/Supervision or comparable degree
 2. Possess Tennessee license Administration/Supervision
 3. Posses knowledge of and ability to analyze assessment information
 4. Demonstrates proficiency in using technology to analyze data

REPORTS TO: Assistant Director of Academics and Human Resources

SUPERVISES: K-8 Teachers as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this position; however, the duties and responsibilities listed are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned by the Director of Schools.

1. Maintains current information for state assessment data and local data requirements and uses the data to work with the Central team and schools principals to improve instructional programs
2. Provides guidance and assistance in the selection, utilization and maintenance of assessment materials and programs
3. Assists in analysis and use of benchmark and formative assessments within assigned area
4. Assists with the distribution, compilation and analysis of test results within assigned area
5. Assists schools with collection of data and preparation of assessment reports as required by the State Department of Education or to meet a local requirement
6. Assists in the evaluation of teachers, according to Board policy and state requirements
7. Provides leadership and assists in planning and conducting team meetings related to assessment information
8. Conducts pre-service and professional development programs for teachers within assigned area
9. Performs observations and consults with principals on evaluations of teachers within assigned area
10. Coordinates, monitors, and evaluates for excellence in the instructional program
11. Performs, compiles and analyzes needs assessment related to instruction
12. Participates in S-Team, IEP-Team meetings and collaboration meetings as requested
13. Assists schools with preparation of school improvement plans
14. Attends parent/ teacher conferences as requested in assigned area
15. Stays informed of current trends and practices in curriculum, instruction and assessment and disseminates information and materials to faculty and staff within assigned area
16. Assists in the interviewing, screening and recommending of qualified candidates for elementary and middle school positions within assigned areas
17. Works collaboratively with other supervisors to plan special events such as Spelling Bee, Round Robin and other event as assigned by the Director or Assistant Director of Schools
18. Performs other duties as assigned

EMPLOYMENT: 240 Days

DEPARTMENT: Certified, Professional, Non -Instructional

PAY GRADE: State and Local Salary Scale

PHYSICAL DEMANDS: This job requires the employee be physically able to operate a variety of office machines and computer equipment and be able to move and carry materials and objects. At times there may be a need to exert up to twenty pounds of force occasionally, and /or up to ten pounds of force frequently. The physical demand requirements are at levels of those for Moderately Active work.

TEMPERAMENT (PERSONAL TRAITS): This position requires the ability to deal with a variety of people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions. The employee must be adaptable to performing under stress when confronted with an unusual or an emergency situation.

INTERPERSONAL COMMUNICATION AND LANGUAGE ABILITY

- 1. Ability to communicate in writing, including e-mail, letters, memos, handbooks, and policies
- 2. Ability to communicate verbally, including presentations, telephone, person to person
- 3. Ability to listen and analyze information to negotiate solutions to problems/ conflicts
- 4. Ability to convey information and ideas to others
- 5. Ability to monitor and assess information for decision making or corrective action
- 6. Ability to coach/mentor to help other improve skills or knowledge
- 7. Efficient in time management, organization and planning, and meeting strict deadlines
- 8. Ability to motivate and guide the work of a group or a team to accomplish goals

Capacity and Ability Requirements:

- 1. Ability to learn quickly and adapt to new information
- 2. Ability to synthesize information and interpret data
- 3. Skilled in deductive (apply general rules to solve problems) and inductive reasoning (combine pieces of information and other relationships to reach conclusion)
- 4. Ability to maintain focus of goals
- 5. Ability to multi-task
- 6. Ability to pay attention to details

ATTENDANCE: Regular and dependable attendance is an essential requirement of the position.

EVALUATION: Performance in this job will be evaluated by the Director of Schools according to performance objectives determined at the beginning of the year

WORK ENVIRONMENT: The working environment will most often be indoors in a normal office that is environmentally controlled. At times the work area could be at any school location in the district.

APPROVED BY _____ **DATE** _____

REVIEWED AND AGREED TO BY _____ **DATE** _____
(Employee)

The Greene County School System is an Equal Opportunity Employer. In Compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures above indicate the receipt and review of this job description by the job applicant or the employee assigned to the job and the immediate supervisor.