



JOB DESCRIPTION

Job Title	Director of Assessment
Department	Teaching & Learning
Reports To	Executive Director of Teaching and Learning
Classification	Administration
Location	Administration Building
Salary	On Schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the supervision of the Executive Director of Teaching and Learning, the Director of Assessment is responsible for the alignment, implementation, and analysis of the District's assessment program and oversight of student records. Responsibilities include using the district's student data systems to measure student performance over time, providing the school board, staff and parents with data analysis and interpretation. The Director works collaboratively with all stakeholders and communicates effectively with stakeholders regarding successful use of data. Evaluates assigned personnel and performs related work as required.

Essential Job Functions

- Align department goals and work with the District's vision and strategic plan.
- Provide assessment services to the schools and school staff.
- Participates in the planning, implementation, and evaluation of the District's vision.
- Oversees the District's assessment program, which implements the monitoring system for student achievement, perception data, program data, and demographic data.
- Utilizes the District's student data system to measure student performance over time to inform educational decision making.
- Works with post-secondary institutions to collect and analyze their data for informing opportunities for students to enable success after graduation.
- Advises staff, and school board on policy related to student achievement and assessment.
- Stays current with state and national trends and issues in student achievement and assessment as it relates to all student demographic groups.
- Responsible for program review and evaluation to ensure that programs align with the District's vision and achievement goals.
- Oversees the District's student records, and the student information data management.
- Conducts research on instructional and student data management systems.
- Develops and administers the budget for assessment.
- Supervises and evaluates psychologists, enrollment office staff and other designated staff.

Ancillary Job Functions

- Stays abreast of state and national trends and issues in student achievement and assessment as it relates to all student demographics groups.
- Attends Board of Education meetings.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Statistics, Curriculum, Educational Administration, Educational Leadership or related field.
- Valid Wisconsin teaching or other educational certification.
- Experience with data management and analysis.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Graduate work or related experience in measurement and assessment.
- Five years of successful teaching experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of statistics.
- Strong research skills.
- Understanding of data analysis.
- Knowledge of school systems (components and interdependence).
- Knowledge of assessment systems.
- Knowledge of program evaluation.
- Facilitation and coordination skills.
- Strong leadership and planning ability.
- Ability to communicate effectively both orally and in writing.
- Ability to develop effective working relationships.
- Strong organizational skills.
- Ability to take initiative.
- Strong public speaking skills.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Frequently required to talk and listen.
- Must be able to regularly use repetitive wrist/hand/finger movement to work on computer and/or related office equipment.