

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

ACCOUNTABILITY AND ASSESSMENT OFFICER – LEVEL II

POSITION: Accountability and Assessment Officer – Level II

REPORTS TO: Deputy Superintendent

LOCATION: Division of Instruction

NATURE OF WORK:

The Accountability and Assessment Officer is responsible for leading student and program research, performance measurement and reporting practices for all parts of the district to support timely and reliable monitoring of district, departmental, and school-based administrative and instructional programs by employing data driven decision making management practices in the St. Mary's County Public School System. The Accountability and Assessment Officer will provide leadership and synchronization to provide an aligned and articulated instructional assessment, accountability, and data analysis program for the district. The work includes supervising professional and clerical support staff. The position reports to the Deputy Superintendent and is a member of the Division of Instruction.

ESSENTIAL FUNCTIONS:

- Works with the Director of Curriculum and Instruction and the Deputy Superintendent on the development of local pre-assessments, quarterly assessments, and end-of-course assessments for multiple content areas and grade levels.
- Coordinates ongoing professional development for learning management systems.
- Coordinates the accountability process for the school system.
- Supports all aspects of technology integration in the district.
- In conjunction with the Supervisor of Assessments, coordinates the review, development, and revision of all procedures related to the administration of local and state assessments.
- Works cooperatively with directors, principals, and the Supervisor of Assessments in developing and maintaining the procedures for administering local and state assessments.
- Plans, improves, and oversees local and state assessments in conjunction with the Supervisor of Assessments, including the ordering and use of assessment materials.
- Ensures district wide compliance with all federal and state accountability requirements.
- Provides technical assistance to district and school administrators in the areas of federal and state accountability measures.

DUTIES AND RESPONSIBILITIES:

- Assist in the preparation and administration of the budget for supplies, equipment, and facilities in the area of student assessment.
- Plan and provide staff development for teachers and administrators on requirements of the state assessment program and the state and federal accountability programs.
- Analyze assessment data for national, state and district assessment programs and prepare that data for school-based staff and for public release.
- Oversees the dissemination of information regarding current requirements of the state assessment program including test administration, security, and confidentiality in partnership with the Supervisor of Assessments.
- Provides technical assistance to district and school-based administrators for all aspects of program monitoring and interventions related to federal and state accountability measures.

- Attends meetings within the school system and with state representatives and serves on committees related to accountability and assessment.
- Manages a departmental budget responsibly and accurately meeting all timelines and accounting regulations as required by law and/or board policy.
- Assists in the development, interpretation, and execution of policies and regulations of the Board of Education.
- Reports periodically to the Board of Education on all accountability and assessment matters as directed by the Superintendent or Deputy Superintendent.
- Makes recommendations pertaining to policy and procedure to the Superintendent or Deputy Superintendent.
- Interprets and communicates the accountability and assessment program and policies to the community, including parents/guardians, through various sources.
- Advises and counsels staff on issues affecting the school system.
- Organizes and directs professional development for the instructional and administrative staff.
- Maintains knowledge of recent educational research related to accountability and assessment.
- Performs other duties as assigned.

QUALIFICATIONS:

- Master's degree in educational administration, curriculum/instruction, or related field;
- Administrator I certification required, Administrator II certification preferred;
- Five years of classroom teaching experience in a PK-12 public school system;
- Five years of professional experience in curriculum development, professional development, or instructional supervision;
- Thorough knowledge of school board and state policies, regulations, goals, and objectives pertaining to accountability and assessment;
- Thorough knowledge of principles, practices, methods, and procedures pertaining to establishing and maintaining an effective program of supervision for accountability and assessment;
- Ability to plan, organize, coordinate, and direct the work of staff;
- Ability to establish and maintain effective working relationships with school officials, administrators, staff, other school system employees, community groups, and representatives of state agencies; and
- Ability to communicate effectively, both orally and in writing.

TERM OF EMPLOYMENT: Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees - Range G.

BARGAINING UNIT ELIGIBILITY: SMASA