

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

SUPERVISOR OF ASSESMENTS

POSITION: Supervisor of Assessments

REPORTS TO: Accountability and Assessment Officer

LOCATION: Department of Curriculum and Instruction

ESSENTIAL FUNCTIONS:

- Coordinate the annual administration of the State Assessments,
- Coordinate the annual administration of DIBELS.
- Compile and analyze all data stored in SMCPs data warehouse relative to formative and summative student data.
- Compile and analyze all data relative to school attendance,
- Compile and analyze all data relative to school discipline, and
- Compile and analyze all data relative to school promotion.

DUTIES AND RESPONSIBILITIES:

- **Program Planning and Development**
  - Participates in identifying and assessing the curricular and instructional needs of students, community, and school system
  - Helps to develop system instructional goals, objectives, and plans
  - Works with appropriate staff to plan strategies to achieve student success in identified outcomes
  - Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations
- **Personnel Management and Services**
  - Plans and implements system-wide orientation for state assessments for appropriate personnel
  - Establishes effective working relationships with central and school-based personnel
  - Participates in conferences with teachers to promote professional growth
  - Serves as a resource to administrators and appropriate school-based personnel to promote school improvement related to assessment
  - Develops and conducts workshops and meetings to strengthen present programs and/or to initiate new programs
  - Supervises quality control of all data released from state and county testing
  - Assumes responsibility for security of test materials and administrative procedures for all system-wide testing
- **Administration**
  - Plans, conducts, and/or participates in administrative meetings
  - Schedules and coordinates the services of other system personnel and outside consultants for assessment
  - Represents the system at meetings and conferences to give and receive information related to assessment
  - Serves as Local Accountability Coordinator and MSDE Liaison
  - Plans, develops and coordinates the publication of forms, charts, etc. for reporting assessment results
- **Procuring and Allocating Resources**
  - Assists in the identification and procurement of grant funding
  - Assists in preparation of the assessment budget

- Assists with evaluation and selection of materials and equipment related to assessment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds for assessment
- **Community – Public Relations**
  - Assists in informing the public concerning assigned area(s) of responsibility
  - Assists with presentation of data to be used in public communications
  - Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
  - Assists in the preparation of material for public information and awareness
- **Interacting and Articulating within the School System**
  - Receives and transmits communications related to policies, procedures, for test administration
  - Initiates and responds to surveys, reports, and questionnaires related to assessment
  - Interacts in committees to propose and clarify policies and procedures related to test administration
  - Co-chairs the system assessment committee to plan, implement, and evaluate system initiatives related to assessment
  - Works with data processing to provide data to school personnel and state as needed; including research reports that include both statistical and non-statistical data for planning and decision making
- **Evaluating Programs and Personnel**
  - Assists in the development of criteria for system-wide test administration
  - Performs a continuous evaluation of assessment programs and participates in special evaluations
  - Assists in developing, interpreting, and applying qualitative and quantitative measurements relative to programs and initiatives
- **Leadership in Interpersonal Relations**
  - Demonstrates professional leadership in all contacts with system personnel and the public
  - Provides school staff training on new tests, procedures, and administration
  - Serves as a mediator in resolving conflicts related to assessment (data processing, accessing data, using programs, etc.)
  - Demonstrates positive human relations skills

**QUALIFICATIONS:**

- Possess a master's degree and possess a valid Maryland State Department of Education teaching certification including a current endorsement for Administrator II.
- Demonstrate knowledge of appropriate instructional and assessment methodologies, PreK-12.
- Have a minimum of five years of successful teaching experience.
- Have a minimum of two years of successful experience as a principal.

**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 E.

**BARGAINING UNIT ELIGIBILITY:**

SMASA