

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

SUPERVISOR OF ASSESSMENTS

POSITION: Supervisor of Assessments

REPORTS TO: Accountability and Assessment Officer

LOCATION: Department of Accountability and Assessment

ESSENTIAL FUNCTIONS:

- Coordinate the annual administration of the State Assessments,
- Compile and analyze data relative to district assessments (i.e. DIBELS, KRA etc.) for district reporting;
- Coordinate all PSAT, SAT, and Advanced Placement (AP) Testing.
- Compile and analyze all data stored in SMCPSS 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

- Analyzes national, state, and local data to identify curricular and instructional needs of students, community, and school system
- Collaborates with central office and school-based personnel to develop data-driven instructional goals, objectives, and designs purposeful assessments for instructional use.
- Development of assessments that are integrated into Schoology, Performance Matters, and Edgenuity as well as other EdTech Platforms.
- Provide actionable data from formative assessments drilled down to standards to drive daily instruction.
- Use lagging data from summative assessments to inform teachers of the data profile of their students to determine best instructional practices.
- Work with Advanced Placement (AP) site administrators and coordinators to prepare for yearly AP testing
- Use data from AP Potential to identify students who should consider enrolling in AP coursework
- Work with College Board representatives to communicate system-wide AP updates to the appropriate stakeholders
- Supports appropriate staff in developing strategies to achieve student success in identified outcomes
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations
- Support both synchronous and asynchronous virtual instructional pathways.

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 online educational platform teachers to promote professional growth
- Serves as a resource to supervisors, administrators and appropriate school-based personnel to promote system and 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:

- Master's degree required;
- Advanced Professional Certificate with Administrator I endorsement required;
- Minimum of five (5) years of successful teaching experience; and
- Demonstrated leadership experience.

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

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule, Range C.

BARGAINING UNIT ELIGIBILITY: SMASA