

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Assessment and Research

DEPARTMENT: Teaching and Learning

REPORTS TO: Assistant Superintendent of Teaching and Learning

POSITION SUMMARY: Under the direction of the Assistant Superintendent of Teach and Learning, The Director of Assessment and Research directs all testing and assessment functions within the district. Plans and directs programs for student assessment, program evaluation, and educational research. Coordinates with state agencies on accountability requirements in reform. Interprets and implements state and school board direction in assessment and research to help the district meet the educational needs of all students.

ESSENTIAL FUNCTIONS:

- Direct all district-wide testing and assessment functions in the district; assures the security of student testing records and the ethical use of all student testing data.
- Research the validity, reliability, scaling, and linking of tests in relation to the results. Oversee the design and implementation of new assessment methods; analyze and interpret test scores.
- Oversee the administration, scoring, and reporting of all national, state, and district assessments.
- Provide leadership in the development of innovative and effective strategies for assessing and measuring student achievement in complex and diverse instructional settings; a resource to teachers and teacher teams to develop valid and reliable classroom based assessments of student performance.
- Develop program evaluation for curriculum, testing, and other related areas.
- Design and oversee processes for the effective collection, maintenance, interpretation, and reporting of student assessment data.
- Effectively report district status and progress to a variety of district internal and external audiences
- Maintain district wide testing schedule.
- Design or select valid and reliable surveys and other instruments to help schools and teachers assess all aspects of the school learning environment.
- Oversee the coordination of district procedures with state agencies on the accountability requirements of national and state school reform.
- Conduct district or school research projects.
- Prepare or have prepared reports and statistical summaries for use in administrative decision-making.
- Develop and monitor student reporting systems for internal and external use.
- Provide leadership and training for teachers and administrators in designing, implementing, scoring, and analyzing assessment and measurement activities at the classroom, site, and district level.
- Assist the Assistant Superintendent for Curriculum and Instruction in ensuring alignment of the district curriculum, instructional practice, and assessment instruments.
- Be an active and collaborative member of the district curriculum department staff.
- Maintain communication between and among teachers, principal, and Teaching and Learning Department.
- Facilitate and support teacher groups, committee meetings, department meetings, articulation groups, etc., as appropriate.
- Assist teachers in learning about and using standards-based instructional strategies and performance assessments.
- Assist teachers, teams, departments, and schools as they align instruction and assessment with Washington State and Issaquah Standards, and state graduation requirements.
- Demonstrate positive relationship skills with stakeholders, maintaining ongoing and open communication
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

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QUALIFICATIONS:

EDUCATION: Master's Degree

EXPERIENCE: Five years certificated teaching experience. Broad, strong knowledge of K-12 curriculum, instruction, and assessment. Demonstrated ability as a leader/manager, including the ability to reduce and resolve conflicts, set and maintain clear priorities, remove obstacles for others, implement viable solutions to problems, evaluate results, and help others improve performance.

Further, the individual will possess the:

- Skill in effective oral and written communication.
- Demonstrated ability to apply knowledge of the principles and practices of standard and alternative assessment.
- Demonstrated skills in professional development of assessment issues
- Knowledge and understanding of statistical analysis and its educational implications.
- Demonstrated ability in planning, organizing, and implementing programs.
- Demonstrated ability to coordinate programs and schedules.

CONTINUING EDUCATION/TRAINING: Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CERTIFICATES & LICENSES: At least one relevant technical certification preferred.

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date