

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Director of Assessment, Data, & School Improvement
Reports To: Assistant Superintendent of Academic Services

SUMMARY

Assists the Assistant Superintendent in the development, implementation, and evaluation of the assessment program and provides data resources related to assessment and program evaluation.

QUALIFICATIONS/REQUIREMENTS

The Director of Assessment, Data, & School Improvement shall have completed the equivalent of at least a Master's Degree program with coursework and experience in assessment. Missouri teaching certificate required. Classroom teaching experience preferred.

ESSENTIAL JOB DUTIES

- Develops and implements the District Assessment Plan to measure the achievement of all students and provides data for improvement in the instructional program.
- Develops and implements District common assessments for use in teacher evaluation.
- Provides leadership to meet the MSIP standards.
- Assists teachers and administrators in interpreting assessment and evaluation information in making programmatic and instructional decisions.
- Provides assistance to building administrators in analyzing data for their school improvement plans.
- Assists in the collection of data for the Program Evaluations.
- Assists school personnel and parents with the interpretations and application of test data.
- Demonstrates the ability to analyze and utilize current research.
- Manages and supports technology-based assessment systems.
- Demonstrates effective administrative skills, communication skills, and organizational skills, problem-solving and decision-making skills.
- Demonstrates positive, professional relationships with district personnel, parents, and community.
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Works collaboratively to ensure student success.
- Provides leadership on writing assessments to content leaders.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as dictated by law or assigned by the Assistant Superintendent of Academic Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Director of Assessment, Data, & School Improvement shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.