



Job Title: Director – Evaluation Services

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide direction and coordination of the Evaluation Services Department consistent with the aims and goals of the District. This position administers, supervises, and directs a program of comprehensive evaluation services for the School District of Escambia County and provides evaluation services related to student, teacher, and school accountability.

ESSENTIAL JOB FUNCTIONS

- Plans, develops, and implements testing and evaluation systems based on School Board directives and state-mandated requirements.
- Plans, develops, and implements the operation of test scoring and analysis of data.
- Develops evaluation programs to upgrade services to schools and the District.
- Provides technical assistance to schools, departments, and projects.
- Provides consultative services for special projects, research proposals, RFP's, the evaluation component of grant applications, school improvement plans, and others.
- Provides data processing services for grade reporting, attendance reporting, course selection, numerous surveys, and follow-up studies.
- Provides security plans for all test materials, confidential student data, and reports.
- Supervises the generation, compilation, and distribution of printouts of test results.
- Maintains inventory control of both testing and supplemental materials.
- Prepares annual departmental budget and supervises expenditures.
- Assigns work within department equitably.
- Reviews monthly agenda items.
- Serves as District representative on numerous committees including School Health and Safety.
- Provides interpretation of test data to school staff, departments, School Board, and the public.
- Exercises proper judgment in the release of test data and the issues of confidentiality, test validity, and ethical questions.
- Attends state and regional meetings of peers.
- Interacts with school-based personnel, District staff, School Board, and media.

- Responds to inquiries and concerns in a timely manner.
- Maintains contact with the districts and agencies related to assigned areas.
- Collaborates with other departments and divisions.
- Disseminates information and current research to appropriate personnel.
- Serves as District liaison with assessment, testing, and evaluation services section of the Department of Education.
- Provides consultative service in the review and selection of alternative assessment procedures, such as portfolio assessment, writing assessment, and others as needed.
- Attends state, regional, and professional meetings to stay abreast of changes in programs, procedures, and regulations.
- Provides in service to building-level personnel on test security, implementation, and interpretation.
- Maintains a network of peer contacts through professional organizations.
- Promotes and supports professional growth of self and others.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Develops, administers, and monitors the departmental budget.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Provides test and measurement workshops as required.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution.
- Master's, Specialist, or Doctorate Degree preferred.
- Minimum of five (5) years of successful teaching experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of concepts and terminology related to principles, practices, and techniques of tests and measurement.
- Requires the ability to display knowledge of State Board of Education (SBE) rules and School Board policies as they apply to areas of responsibility.
- Requires the ability to plan and implement testing and evaluation systems.
- Requires the ability to design and implement criterion-referenced test program.
- Requires the ability to develop and implement test scoring and data analysis services.
- Requires the ability to display a basic understanding of computer hardware and accompanying software programs.
- Requires the ability to communicate, both orally and in writing.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increase the efficiency and effectiveness of the organization.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.
- Requires the ability to oversee and manage work involving multiple units.

- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department and/or division.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use highly technical computer applications, such as GIS or CAD.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: