

PAR: Director for Planning, Accountability and Research

<u>Reports to:</u>	Deputy Superintendent
<u>Supervises:</u>	Assistant Director for Planning, Accountability and Research, Lead Data Manager for Student Information Systems, Manager for Testing and Accountability
<u>Term of Employment:</u>	Contract
<u>Salary:</u>	Appropriate Central Office Administrator Salary Schedule
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **Graduation from a college/university with a Master's degree in education or related field**
 - **Strong background in computer technology recommended**
 - **Strong knowledge of curriculum, curriculum development, testing, student information systems, and instruction in all areas**
 - **Any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities**
 - **Five to seven years of experience administering standardized tests and interpreting results preferred**
 - **Background in developing and delivering professional development**
 - **Experience as a Principal or other school-based administrator preferred**

Essential Job Functions:

- Supports the creation, implementation, and evaluation of the district's Strategic Plan
- Supports the creation, implementation, and evaluation of individual school improvement plans
- Collaborates with the entire Academic and Student Support Services Team to support creation, implementation and evaluation of individual school improvement plans
- Collaborates with the entire Academics and Student Support Services Team to support and grow effective Professional Learning Communities across the District
- Supervises the scoring of various assessments and conducts statistical analyses of results for all schools and areas of group testing conducted
- Develops and delivers professional development on the administration of assessments, use of data, and data analysis
- Designs and administers surveys and studies to identify community, fiscal, staff, and other factors that can account for variations in quality within the district, and suggests ways that these may be used to improve levels of student achievement
- Prepares informative reports, including graphic tabular and narrative forms, and instructional materials for all stakeholders
- Develops the annual assessment calendar for the district including benchmark, developmental, and summative assessments
- Evaluates on an ongoing basis the district's assessment programs
- Provides counsel as to potential data processing programs in the area of student testing and supervises their implementation

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- Monitors dropout, graduation, discipline, and other accountability data and submits reports to the Deputy Superintendent and NC Department of Public Instruction as required
- Keeps continually informed regarding research in psychological and educational testing and the development of useful information and improved assessments for use in educational and counseling programs
- Oversees the Program Evaluation Process
- Oversees the process for approving research in the school district
- Oversees the Office of Civil Rights data collection
- Prepares various reports as designated by the Deputy Superintendent
- Performs other tasks and assumes other responsibilities as may be assigned by supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Must be able to:

- prepare, read, comprehend and analyze a variety of complex forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions maintaining effective working relationships
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of job specific office machines and other office equipment
- manage multiple high priority initiatives in a fast paced, highly technical environment
- successfully perform the planning, directing, reporting and administrative responsibilities of this position