



JOB DESCRIPTION
Director (Testing & Assessment)

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: 137
DEPARTMENT: Data & Information Group	WORK DAYS: Annual
REPORTS TO: Executive Director (Data and Information)	FLSA STATUS: Exempt
CLASSIFICATION: At-Will	DATE: 3/30/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Director (Testing & Assessment) manages and directs all functions related to the daily operation of the district-wide testing program for all students, providing a comprehensive vision of assessment for the district. Responsible for the compilation and reporting of district-wide student achievement data and oversees the adherence to all state and federal guidelines related to testing. Directs the Brewer Testing Center that houses, stores, compiles, and distributes all state-mandated and locally developed test materials.

MINIMUM REQUIREMENTS

EDUCATION:

- Master's degree required.

CERTIFICATION/LICENSE:

- Must hold or be eligible for Georgia Teaching, Leadership, or Support Certification.
- Georgia Professional Certification, a level 5 (L5) or higher in leadership preferred.

WORK EXPERIENCE:

- 3 years in a leadership position in the educational K-12 environment.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to effectively lead a team of technically-skilled employees in an educational setting.
- Must be able to collaborate effectively with district personnel, the general public and work with diverse groups of people.
- Ability to relate to a wide variety of people and to observe, listen, motivate and provide leadership.
- Demonstrated ability to design and implement short and long range objectives.



- Excellent communication skills both written and verbal.
- Ability to effectively lead, organize and direct the work of others.
- Strong decision-making ability and resource management skills.
- Strong analytical and problem-solving skills.
- Excellent skills in data visualization and interpretation and report writing and presentations.
- Advanced knowledge of Tableau, Microsoft SQL, STATA, or equivalent.
- Knowledge of research and evaluation methodologies.
- Knowledge of data systems including enterprise data warehouses and Student Information Systems.
- Ability to handle multiple concurrent activities, work under pressure, and prioritize work effectively to meet deadlines.
- Proven ability to make recommendations on various topics, detailed, controversial, simple or complex.
- Ability to be flexible and adapt as needed between in-person environments.

ESSENTIAL DUTIES

- Directs and manages the district-wide testing program for all students.
- Plans, organizes, supervises and directs the work of assigned staff (including consultants) in establishing priorities, assigning tasks, and evaluating performance.
- Designs, develops, and manages district level assessment instruments in collaboration with district-level content leads.
- Conducts training on instruments and the interpretation of the results.
- Analyzes system and school level achievement data.
- Provides directions to school, division, and Central Office personnel in identifying data trends and formulating plans of action to yield improved student performance.
- Plans, organizes and manages multiple, large-scale and/or cross-departmental projects and plans and serves as a subject matter expert in assessment on district projects.
- Facilitates the accuracy of student test history within the student information and instructional management system.
- Prepares detailed reports and communicates information (written and oral) to school officials, board members, and the public.
- Approves all internal/external communications regarding test administration, test schedules, student test results, and all reports produced by Research Associates regarding student achievement.
- Ensures compliance with all state and federal guidelines and district policies as they relate to testing and assessment.
- Administer and/or support the state and local standardized testing processes and policies.
- Supervise assigned personnel, provide assistance, conduct performance appraisals, and make recommendations for appropriate employment actions.
- Coordinate, plan, implement and evaluate the professional development of assigned personnel.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event



of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.