

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8444
Pay Grade: E07

FLSA: Exempt
PTS

EXECUTIVE MANAGER, DISTRICT ASSESSMENT
REPORTS TO: Director, Assessment and Accountability
SUPERVISES: Senior Coordinator, District Assessment Support Staff
QUALIFICATIONS: Master's degree in Education, Educational Research, Mathematics, or Statistics with courses in statistics, educational research, design, and program evaluation; and three (3) years of progressively responsible related professional experience. Experience in evaluation/research design and implementation of projects of varied focus and complexity. Demonstrated competencies and skills in technical writing. Working knowledge of statistical procedures, and of state, regional, and national research studies, trends, and results pertaining to assessment. Knowledge and experience utilizing Statistical Package for the Social Science (SPSS), Statistical Analyses System (SAS), and other statistical software. PREFERRED: Five (5) years relevant experience, with three (3) years of experience in Pinellas County Schools
MAJOR FUNCTION
Position works in conjunction with district and school-based personnel to develop, implement, and monitor the local formative assessments by adopting scientifically proven educational testing and measurement practices. Coordinates with state and local laws and procedures and incorporates the stated objectives.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Develops and maintains a district assessment plan and calendar• Oversees formative testing programs, processes, and compliance• Coordinates, plans, oversees, and improves the local assessment program• Supervises the review of district assessments• Supervises the review, development, and revision of all procedures related to the administration of assessments• Oversees the development of local assessments for the core subject areas, ensuring assessments meet curriculum standards• Collaborates with the Teaching and Learning Services department in developing of standard-based district assessments• Coordinates with external vendor(s) in the implementation and operation of the testing Platform (5)• Maintains close contact with Florida Department of Education staff for clarification on objectives of formative assessments• Develops procedures to compile, maintain, and file all reports, records, and other documents related to the local assessment program• Provides guidance to district staff in the interpretation of district assessments

EXECUTIVE MANAGER, DISTRICT ASSESSMENT

ESSENTIAL RESPONSIBILITIES (Continued)

- Plans, supervises, and coordinates district committees for the development and continuous improvement of district assessment programs
- Serves as the district's representative for the state's collaborative assessment programs
- Coordinates, articulates, and monitors the achievement of district, site, and programmatic goals
- Works cooperatively with district staff and principals in developing and supervising the procedures for administering district assessments
- Communicates effectively with staff concerning the district assessment program
- Monitors all schools during the administration of district assessments
- Supervises the ordering and use of all district assessment materials
- Gathers information regarding testing materials and needs of the school for the purpose of assisting in the preparation of the annual testing budget process
- Develops and monitors budgets for district assessment programs
- Attends various testing conferences to keep abreast of the profession
- Coordinates workshops for district and school staff concerning national, state, and district assessment instruments
- Supervises the training program for school-based testing personnel
- Develops and organizes training for teachers and administrators on local assessments
- Uses evaluative findings to determine the extent to which goals and objectives of the district assessment program are met
- Communicates the findings from testing programs
- Coordinates assessment and evaluation techniques and instruments that measure the achievement of district, departmental, programmatic, and site goals and objectives
- Applies moderately complex to complex mathematical and statistical concepts
- Prepares and issues performance reports based on district assessment instruments
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 8/13 LM; BOARD APPROVED: 10/22/13

EXECUTIVE MANAGER, DISTRICT ASSESSMENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Manager, District Assessment- PTS