

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 December 2017

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Assessment Services	<b>Department:</b> Teaching and Learning
<b>Immediate Supervisor's Position Title:</b> Director of Teaching & Learning	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> D-7-2	<b>Bargaining Unit:</b> Non-Union Administrators - Directors
<p><b>Job Summary:</b> The Director of Assessment Services supports teachers, principals and district administration by developing and implementing a planned program of evaluation, accountability, and assessment structures to support instructional and other student-related programs. Directs the district's data collection and analysis system by facilitating and supporting the maximum use of data in continuous improvement efforts of the district, educational partners and PLC teams. Responsible for the implementation of State and District testing programs.</p>	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Direct statewide and district assessment programs in accordance with state and federal guidelines.
<b>Percent of Time:</b>	50%	
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>• Establish an appropriate calendar to assess program needs, student performance, and program effectiveness and provide the necessary data for evaluation reports.</li> <li>• Coordinate the administration of all federal, state and local mandated assessments</li> <li>• Collaborate with other departments in the implementation of the state's testing plan</li> <li>• Order, receive, inventory, and disseminate secure assessment materials to schools</li> <li>• Provide regular training for staff to include test administration guidelines and proper handling of secure test materials</li> <li>• Review, interpret, and communicate test results to teachers, administrators, and community through reports as needed</li> <li>• Provide evaluation and technical review of assessment data to determine maximum impact on student achievement</li> <li>• Provide technical assistance and support to district and school administrators in the areas of federal and state accountability requirements for student achievement</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provide data analysis, assessment and evaluation support to district staff, PLC teams and other educational partners
<b>Percent of Time:</b>	45%	
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with district staff to support the PLC process and development of goals and strategies that align with</li> </ul>		

- the district mission and strategic plan
- Utilizes the District’s student data system to measure student performance over time to inform educational decision-making.
- Investigates various means of assessing student performance and provides relevant recommendations for any needed process improvements

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned
<b>Percent of Time:</b>	5%	

- Tasks involved in fulfilling above duty/responsibility:**
- Remains current with research and best practices in assessment and evaluation
  - Serves on District committees, work groups and community organizations, as requested
  - Completes special data analysis projects as approved by the Superintendent

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)
	less than high school diploma	Master’s Degree. Education Specialist preferred.
	High school diploma or GED.	
	1 year college	<b>Major field of study or degree emphasis:</b> Educational Leadership
	2 years college	
	3 years college	
	4 years college	
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>Knowledge of statutory and regulatory requirements of state assessment</li> <li>Knowledge of statutory and regulatory requirements of state and federal accountability</li> <li>Ability to develop and deliver training and professional development to staff</li> <li>Ability to interpret data</li> <li>Strong organizational, communication, and interpersonal skills</li> </ul>
x	2nd year graduate level	
	Doctorate level	

- Required Work Experience in Addition to Formal Education/Training:**
- At least three years of teaching experience
  - Instructional coaching experience preferred

**Required Supervisory Experience: None**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> <ul style="list-style-type: none"> <li>Minnesota teaching license required, Minnesota administrative license preferred.</li> </ul>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Interpersonal relationship development</li> <li>• Professional and adaptive communication skills</li> <li>• Program evaluation</li> <li>• Adaptable technical skills that use computers, databases, and other technologies to complete data analysis and reporting projects</li> <li>• Excellent oral and written communication</li> <li>• Growth mindset</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	None	
<b>TOTAL</b>		0

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised:</b> None	<b>Total:</b> 0

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>			X	
<b>Walk</b>			X	
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>		X		
<b>Stoop/kneel/crouch or crawl</b>	X			

Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
Physical requirements associated with the position can be best summarized as follows:  <b>Light Work:</b>

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
_____	_____
<b>Signature – Department Head</b>	<b>Date</b>
_____	_____
<b>Signature – Human Resources</b>	<b>Date</b>
<p><b>Classification History:</b></p> <ul style="list-style-type: none"> <li>• January 2018</li> </ul>	