



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Director of Assessment

F.L.S.A.: Exempt Professional

REPORTS TO: Assistant Superintendent for Academic Services

QUALIFICATIONS:

- A minimum of two (2) years teaching experience
- Three years school administrative experience preferred
- Must possess Missouri certification in school administration
- Must possess a minimum of a Master's degree in Educational Administration
- Experience with data management and analysis
- High aptitude for psychometrics

TERMS OF EMPLOYMENT: 12 month position beginning July 1, 2019

SALARY: \$81,751 - \$130,006

ESSENTIAL JOB FUNCTIONS:

Assessment

1. Oversees the development and implementation of high quality local assessments to meet state requirements and track student progress on state standards.
2. Develops and administers the district's assessment program.
3. Manages and supports technology-based assessment systems.
4. Maintains current knowledge on state and federal requirements in the area of assessment.
5. Aligns department goals and work with the District's vision and strategic plan.
6. Provides assessment services to the schools and school staff.

Director of Assessment (continued)

7. Utilizes the District's student data system to measure student performance over time to inform educational decision making.
8. Works with post-secondary institutions to collect and analyze their data for informing opportunities for students to enable success after graduation.
9. Advises staff, and school board on policy related to student achievement and assessment.
10. Stays current with state and national trends and issues in student achievement and assessment as it relates to all student demographic groups.
11. Develops and administers the budget for assessment.