

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

DIRECTOR of DATA, ASSESSMENT and ACCOUNTABILITY

Minimum Qualifications:

- Minimum of five years of experience in education administration
- Master's degree in education-related field
- Extensive knowledge of Ohio's accountability system
- Knowledge of Ohio Learning Standards
- Working knowledge of Ohio Local Report Card metrics
- Successful work experience coordinating district-wide assessment systems
- Demonstrated knowledge of school improvement in the areas of: change theory, systems theory, leadership, assessment, data-driven decision making, evaluation, leadership, professional development, equity, and culture and climate
- Excellent written and verbal communication skills to produce and present complex data in a clear and concise manner
- Ability to work with diverse constituencies including classroom teachers, principals, district administrators, specialists, and regional service providers
- Proficient in using Microsoft Word, Excel, and Power Point
- Excellent interpersonal skills
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction
- Ability to build and maintain effective collaborative relationships with school districts, the Ohio Department of Education, and other service providers
- Valid driver's license and/or access/availability of a reliable vehicle
- Documentation of a clear criminal record in compliance with state statute.
- Compliance with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of reliable of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Executive Director, Center for Achievement and Leadership

Job Objectives:

Facilitate and coordinate research, development, technical assistance and training in district, school-wide, and classroom assessment systems aligned to Ohio's Learning Standards.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Works cooperatively with district leaders to review diagnostic, formative and summative assessment systems and develop strategies that identify and remedy low academic performance
- Provides leadership, coordination, expertise, support, and analysis of standards-based assessment practices
- Coaches classroom teachers to effectively use formal (common) and informal (daily/weekly) assessments to increase student learning
- Coaches principals in the effective planning, implementation, and monitoring of school and district-wide assessment systems
- Provides technical assistance to district, building, and classroom staff regarding the collection, reporting, analysis and utilization of standards-based assessment data
- Keeps district leaders up to date on national trends in assessment, testing, and accountability related to ESSA, NAEP, IDEA, and other federal initiatives
- Plans, coordinates, and conducts workshops/meetings with clients and staff to disseminate database and assessment information
- Facilitates groups of teachers and administrators in implementing accountability and assessment systems
- Communicates effectively and consistently with clients
- Conduct assessment audits, assisting districts in the proofing, correcting, and editing of assessment items to ensure they closely align to Ohio Learning Standards
- Works with district personnel, ESC staff and regional service providers to conduct statistical analysis on a variety of data sources for reporting achievement data
- Assists districts in interpreting and communicating assessment results
- Work directly with district assessment development teams to write and review assessment items, gather and resolve feedback from multiple sources on items, and evaluate item acceptability after testing
- Facilitates constructed (extended)-response scoring activities using district-developed rubrics

- Assists in design and development of assessment tools and innovative products and services that support the implementation of an effective formative assessment system
- Provides technical assistance to client districts in explaining and summarizing assessment results
- Facilitates the identification and dissemination of exemplary classroom, school, and district-level assessment practices
- Initiates and coordinates reliability, validity or comparability studies of locally developed assessment items
- Provides technical assistance to district instructional leaders in aligning assessments to Ohio's Learning Standards in all core subject areas
- Trains district, school, and classroom personnel in assessment literacy concepts and scoring procedures that accurately reflect student achievement
- Assists school and classroom personnel in using classroom assessment results to diagnose student academic needs and plan for instruction, intervention, and differentiation
- Develops and coaches classroom teachers in implementing strategies that engage students in on-going self-assessment as measured against grade-level indicators, benchmarks and standards
- Performs other specific job-related duties as directed by Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020