

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

SUPERVISOR OF ASSESSMENT AND ACCOUNTABILITY
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Required Qualifications:

- Master's Degree from an accredited institution
- Minimum of five (5) years of experience in related field
- Demonstrate proficiency in the use and management of assessment technology
- Knowledge of current principles and practices in Assessment and Accountability
- Advanced level technology skills including word processing, spreadsheets, and presentation software

Desired Qualifications:

- Knowledge of federal, state, and district rules, regulations, and policies as they relate to educational accountability

Performance Responsibilities:

- Train and support assessment teachers in all areas related to assessment
- Direct the activities of assessment teachers at each school in all responsibilities related to testing
- Serve as liaison between the Florida Department of Education and the Hernando County School District for assessment and K-12 data
- Provide leadership and direction for assigned areas of responsibility
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Collaborate with Technology and Information Services and schools to determine data needs as well as requirements for computer-based assessments
- Disaggregate, analyze, and disseminate student academic and demographic data at state, district, school, teacher, and student levels
- Stay abreast of the on-going federal and state mandates for all assigned areas of responsibility
- Interpret policies and state mandates as they relate to relevant job responsibilities
- Represent the district at all state and regional meetings relevant to job responsibilities
- Supervise and ensure data monitoring, training, and documenting policies and procedures for data quality
- Assist with the identification of measurable objectives that address educational programs
- Provide data and consult with individual schools for the purpose of evaluating program effectiveness
- Arrange data to assist schools in determining patterns of critical indicators and provide progress monitoring guidance

- Provide training to teachers and school leaders to enhance their skills and ability to access and understand the benefits and limitations of data
- Understand state and federal accountability systems and how schools are impacted
- Assist in compliance with School Board rules and applicable state and federal laws
- Collaborate in the design of district data chats for school administrators
- Create and maintain standard operating procedures for the department of Assessment and Accountability
- Work closely with appropriate district-level staff and school personnel to promote implementation of a systematic approach to program improvement and resources for testing
- Initiate the decision-making, implementation, and professional development of appropriate achievement data technologies conducive to learning and monitoring student progress
- Coordinate, problem solve, and implement third-party student data platforms
- Perform other duties as assigned by the Director of Research and Accountability and/or designee
- Supervise and evaluate all personnel that report directly to this position

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Research and Accountability and /or designee

Evaluation:

Annual evaluation done by the Director of Research and Accountability and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category G

Job Code:

77131

Board Approved: 07/27/10

Revised: 05/17/11, 08/09/11, 06/10/14, 01/26/16, 06/25/19