

## **Killeen Independent School District Job Description**

**Job Title:** Director for Assessment and Accountability  
**Reports To:** Executive Director for Strategic Initiatives and Accountability  
**FLSA Status:** Exempt

### **SUMMARY**

Provides vision and leadership for the Assessment and Accountability Department. Plans, develops, and coordinates research, analysis, measurement, and reporting of data and other critical information for testing and programs in order to provide high quality, well-focused support for the highest academic achievement priorities set by the district for the campuses.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Provides leadership in development, implementation, and evaluation of district assessment services.

Works collaboratively with others in articulating the visions and role of the district assessment program.

Provides district and campus personnel with regular updates on TEA regulations, guidelines, and mandates related to assessment.

Implements the policies established by federal and state law, State Board of Education rule, and local board policy.

Updates assessment policies.

Develops manuals and materials for department and district.

Leads/assists in professional development assessment training for teachers and administrators.

Provides leadership for the implementation of district test security.

Provides individualized campus support and training for data disaggregation and interpretation.

Provides training and support to testing coordinators on testing platforms to include Cambium, College Board, Accuplacer, TestHound, STAMP 4S, TMSFA and local assessments.

Collaborates with technology services to ensure preparedness for online testing.

Collaborates with Learning Services regarding student assessments, to include the alignment of test accommodations, policies, and guidelines to ensure all special program platforms are synced.

Keeps current with developments in the field of assessment and accountability.

Interfaces with the district leadership to provide school support, evaluate progress, assesses/analyzes data and implements an accountability model that facilitates improved student performance.

Interfaces with campus principals to identify and provides assistance in assessment and accountability

issues.

Interfaces testing databases and uploads district data.

Evaluates the district's testing program.

Applies the findings of research and district studies to improve content/sequence and outcomes of the teaching/learning process through effective assessment.

Compiles, disaggregates, maintains, files, and presents reports, records, and other documents related to the assessment program.

Collects longitudinal data on student groups and individual students to improve achievement and to improve instructional practice.

Works with district staff to evaluate programs, assesses/analyzes data and implements an accountability model that fosters improvement of student performance.

Reviews and updates Assessment and Accountability administrative procedures.

Provides research data related to measuring student achievement.

Prepares documents, summaries, and reports as requested.

Compiles budgets and cost estimates based on assessment program needs.

Manages Individual Graduation Committee protocols and maintains completed projects/portfolios.

Provides counsel regarding potential technological programs in the area of student testing and cooperates in their implementation.

Plans, creates, coordinates, and manages the evaluation of departmental needs and the design, implementation, and evaluation of current systems and processes that facilitate the continuous improvement of staff.

Participates on district and state committees as required.

Maintains Assessment & Accountability website.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises employees in Assessment and Accountability Department. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and handling fiscal matters related to this department.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

Master's degree, three years of teaching experience, and college courses in testing, research and statistics, required. Experience in research, testing and accountability issues, preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certificate.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, students, and general public.

## **MATHEMATICAL SKILLS**

Ability to apply mathematical and statistical concepts to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **OTHER SKILLS AND ABILITIES**

Ability to use databases, spreadsheets, word processing, and presentation software; ability to use statistical software such as SPSS or SAS. Must have the technical skills as related to testing, research, and planning needs.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

## **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** March 1, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.