



David Douglas School District #40 Administrative Job Description

JOB TITLE: Director of Assessment/Accountability and Technology

Job Purpose Statement/s: The position of Director of Assessment/Accountability and Technology: Provides leadership for development, implementation, evaluation and advocacy of a high quality assessment system (formative and summative) for students in the District. Develops and implements a strategic vision in all areas of technology for the District. Facilitates the integration of digital tools and best practices into curriculum. The Director oversees the District's Technology Department.

Essential Job Functions:

Informational/Instructional Technology

- **Facilitates** the development and **implements** a strategic vision in all areas of technology
- **Manages** the technology budgets and staffing requirements
- **Creates, advises, and manages** technology policy and procedures
- **Seeks** grants and coordinates federal funding (e-Rate)
- **Supervises** and **evaluates** all staff assigned to the Assessment and Technology Department
- **Coordinates** and **directs** all technical support for the District, including:
 - Student Information Systems support, implementation and ongoing professional development
 - Hardware/software replacement and repair
 - Print Shop technical support
 - Business Office technical support
- **Coordinates** the integration and automation of student/staff accounts for various online systems and curriculum
- **Manages** staff and student Google accounts and related Google services
- **Oversees:**
 - District's data centers and servers
 - Monitoring of the wired and wireless networks and related hardware/software
 - Monitoring of the District security cameras
 - Support and maintenance of Library and Food Service software
- **Creates** and **manages** phones and website infrastructure
- **Supervises** video production
- **Manages** student and staff Acceptable Use Policies
- **Works** with administrators to ensure technology meets the educational needs of District and schools
- **Works** with other district-level administrators such as the Director of Human Resources, the Director of Fiscal Services, the Director of Support Services and the Communications Coordinator to ensure that technology systems and needs are being addressed and supported

Assessment/Accountability

- **Coordinates** District assessments in conjunction with the Curriculum Department
- **Coordinates** and **provides** State assessment training, implementation, management, and reporting including outside placement agencies
- **Coordinates** and **provides** support for the various State level data collections and validations
- **Coordinates, validates, and submits** data for the State level accountability system

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- **Oversees** the Student Information System including policies, procedures, implementation, maintenance, training, and support
- **Tracks** high school graduation and Essential Skills; in conjunction with the high school
- **Coordinates** the collection and submission of State level accountability reporting and data validation
- **Coordinates** the collection and submission of State Assessment validation, analysis and reporting
- **Provides** data Warehouse support, implementation and ongoing professional development
- **Provides** data to District stakeholders

Other Job Functions:

- A member of the Superintendent's Leadership Team (Cabinet)
- Other duties as assigned

Job Requirements-Qualifications:

Experience Preferred:

Prior job related administrative experience in assessment and technology. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technology

- Ability to exhibit strong customer service skills.
- Ability to maintain a high degree of confidentiality
- Ability to establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse socio-economic setting
- Ability to participate as a collaborative member of a team
- Strong verbal and written communication skills.
- Prefer candidates that have held a valid teaching license and taught in a K-12 environment during career.
- Experience with a range of software, hardware, and operations systems (Windows, Mac, IOS, ChromeOS, Linux, etc.).
- Experience preparing and managing budgets.
- Experience integrating technology into a classroom setting.
- Experience in large scale project management and implementation

Assessment

- Working knowledge and experience with current requirements of the State Assessment System and Federal Accountability including data collections, reporting, test administration, security, and confidentiality
- Experience with implementing a balanced assessment system
- Experience providing staff development for administrators and teachers in the areas of Formative, Interim, and Summative assessments

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Skills, Knowledge and/or Abilities Required:

Skills in strong written and verbal communication, problem-solving and development of solutions, and budgeting. Ability to lead, manage, plan, direct and evaluate the work of others. Strong interpersonal skills and ability to establish and maintain effective relationships. Work harmoniously with administrative personnel, staff, parents, and community. Exhibit high level of personal and professional integrity and ethics.

Collection, analysis and use of data for decision-making. Working collaboratively with various groups within the school and in the community. Gaining consensus in groups and among various audiences. Presenting to small and large groups for staff development. Time management. Planning and facilitating meetings. Project completion.

Knowledge of current rules, policies, regulations, and laws relating to educational assessment and technology, employee relations, staff planning, best practices, and the District budget.

Knowledge of Effective Behavior Supports, Response to Intervention, and/or Multi-tiered Instruction and how data teams utilize data for school improvement. Experience using databases for organizing, analyzing, and reporting student outcomes. Knowledge and background in statistics and analysis

Abilities to sit for prolonged periods, provide directions to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds. Prompt and regular attendance. Significant physical abilities include reaching/handling, fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual.

Licenses, Education and/or Testing Required: Master's Degree required. Eligible for or hold appropriate Administrative License; Criminal Justice Fingerprint Clearance

Multi-Cultural preferred Bi-Lingual preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

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Terms of Employment: 262 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per District policy all offers of employment shall be contingent upon the successful passing of a District required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.