

Caswell County Schools

Position Description

Position Title: Director of Accountability/Testing & Federal Programs

Reports to: Assistant Superintendent of Accountability and Student Services

GENERAL DESCRIPTION OF POSITION:

Responsible for overseeing and distributing all state and local (formative/summative) assessments and reports; provide data analysis and program evaluation for the school district.

QUALIFICATIONS:

- North Carolina Teacher License
- Minimum of 5 years classroom teaching experience
- Master's Degree in education-related field
- Administrative Experience Preferred
- Experience in Fiscal Budget Management
- Demonstrated experience in Title I, Title II, and other federal programs
- Strong background in computer technology recommended
- Five or more years of experience administering standardized tests and interpreting results preferred
- Background in developing and delivering professional development

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare assessment calendars
2. Follow all rules, policies, and procedures of Caswell County Schools, along with state and federal regulations pertaining to testing issues.
3. Monitor the administration of any district assessments and investigate discrepancies in administration.
4. Attend statewide training sessions and conduct local training sessions for school staff on proper conditions, practices, procedures for testing, as well as supervising school wide coordination of test implementation. Monitor proper use, further dissemination, and maintenance of score reports.
5. Accurately analyze, interpret, and clearly communicate test results to NC Department of Public Instruction officials, school personnel, parents, and students within specified dates.
6. Keep all testing records on file and easily accessible.
7. Orders all test materials for the schools, verifies shipments; coordinates with building testing coordinator the delivery of test materials; coordinates repacking and shipment of materials back to state testing department.
8. Scan and upload all documents into the Secure Shell for NCDPI.
9. Print and deliver formative assessment materials to schools.
10. Administers and monitors all aspects of Title I, Title II and other assigned federal programs including budget development and long-range financial planning.

11. Informs, interprets, and recommends the effects of current and impending federal legislation.
12. Remains current on laws and requirement regarding each program assigned and meets with appropriate staff to interpret and implement regulations.
13. Assists Title I school administrators and planning teams with program implementation, budgeting, school improvement planning, and other activities that facilitate achievement of program activities.
14. Reviews, evaluates and controls expenditure requests from schools and departments related to assigned federal programs.
15. Establishes, maintains, and finalizes required fiscal procedures as liaison with the Finance Office.
16. Assumes the responsibility for building and entering initial budgets, amendments and monitoring expenditures of assigned federal budgets using the appropriate systems.
17. Performs other duties and responsibilities as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Thorough knowledge of educational research methodology.
- Considerable knowledge of computers.
- Comply with confidentiality requirements in local, state, and federal policies and statutes.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

Start Date: July 1, 2017