

**SURRY COUNTY PUBLIC SCHOOLS  
DIRECTOR OF ASSESSMENT AND ACCOUNTABILITY  
JOB DESCRIPTION**

Job Title: Director of Assessment and Accountability  
Salary Index: 1.14  
Reports to: Division Superintendent  
FLSA Status: Exempt

**SUMMARY**

Responsible for providing leadership and assistance to the superintendent, assistant superintendent, building administrators, and teachers in the analysis and use of data, use of research-based instructional strategies, and the development of meaningful assessments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Works with the superintendent, assistant superintendent, and administrative staff to enhance the instructional accountability system.
- Develops, implements, and analyzes assessment to determine learning mastery.
- Conducts training sessions related to assessment and testing.
- Reviews data to determine trends.
- Analyzes survey data and creates reports.
- Uses software to disaggregate data and create reports.
- Compiles and disseminates reports on student achievement.
- Establishes a process for the ongoing evaluation of instructional programs.
- Provides assistance in addressing the state Standards of Learning (SOL) and the federal mandate No Child Left Behind (NCLB) requirements.
- Provides services to promote efficiency and accountability.
- Ensures equity in educational instruction for all students and assists in developing strategies for closing the achievement gap for student groups.
- Performs other tasks as assigned.
  - Supervises STOP Program.
  - Supervises temporary staff of "Test Writing Specialists".

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform the job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge,

skills, and abilities required:

Successful experience in public education as a school administrator.

Experience in the use and development of data desegregation assessment systems and dissemination of information.

Knowledge of assessments and the analysis and interpretation in regards to student achievement.

Ability to articulate and present analytical data to a variety of audiences. Excellent organization, planning, and human relations skills.

## **EDUCATION**

Hold the Postgraduate Professional License.

Have at least five (5) years of experience as a teacher, administrator or supervisor.

## **SKILLS and ABILITIES**

Ability to read and interpret reports and test data. Ability to write reports and express ideas effectively in both oral and written form. Knowledgeable in all areas of curriculum and instruction.

Demonstrate leadership skills, qualities, and personal characteristics necessary to work with administrators, teachers, paraprofessionals, students, and general public.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee frequently is required to use hands to operate office equipment. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The noise level in the office environment is moderate.

