

**SURRY COUNTY PUBLIC SCHOOLS
DIRECTOR OF ASSESSMENT, CAREER READINESS AND
INSTRUCTIONAL TECHNOLOGY
JOB DESCRIPTION**

Job Title: Director of Assessment, Career Readiness and Instructional Technology
Salary Index: 1.14
Reports to: Division Superintendent or Designee
FLSA Status: Exempt

SUMMARY

Responsible for providing leadership and assistance to the superintendent, assistant superintendent, building administrators, and teachers in the monitoring and development of research-based assessment tools and strategies that support instruction. In addition, the Director of Assessment, Career Readiness and Instructional Technology is responsible for monitoring and implementing program and strategies, program and services that support students' college and career readiness in relation to the Career and Technical Education (CTE) Program. The Director of Assessment, Career Readiness and Instructional Technology will also supervise the division instructional technology resource teacher (ITRT).

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

- Collaborates with the superintendent, assistant superintendent, administrative staff to enhance instruction and improve student achievement.
- Develops, implements, and analyzes assessment data to determine learning mastery.
- Analyzes data and creates reports.
- Compiles and disseminates reports on student achievement.
- Serves as the division's primary point of contact with the Virginia Department of Education for testing.
- Ensures that the division's testing program and protocols are compliant with State and Federal regulations and guidelines.
- Directs the division's career and technical education program.
- Assists in the division's efforts to implement *Profile of a Virginia Graduate*.
- Collaborates with the superintendent, assistant superintendent, administrative staff to enhance, implement, support, and assess a wide range of strategic initiatives designed to improve student achievement for students enrolled in CTE courses.
- Assists in the development and implementation of school division and regional CTE initiatives by providing leadership in support of secondary success initiatives, specifically in the areas of dual enrollment articulation and career pathways.
- Serves on state and regional CTE committees.
- Prepares and monitors the division's CTE budget, including the Perkins Grant.
- Prepares and submits the state and federal reports in a timely manner.
- Supervises the division's initiatives to integrate technology into the curriculum.
- Collaborates with the Director of Special Education and other areas to deliver instructional programs aligned with the needs of exceptional populations.
- Assists in the ongoing evaluation of instructional programs.
- Performs other tasks as assigned.

SUPERVISORY RESPONSIBILITIES

Assists with the supervision of CTE faculty members and the ITRT.

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:

- Thorough understanding of curriculum and instruction, and other student related services.
- Knowledge and experience in the use and development of data disaggregation assessment systems, and dissemination of information.
- Knowledge and experience of assessments and analysis and interpretation in regards to student achievement.
- Knowledge and experience within the CTE field;
- Ability to articulate and present analytical data to a variety of audiences.
- Experience with integrating technology into curriculum and instruction.
- Ability to use computer technology in an administrative and educational setting.
- Excellent organization, planning, and human relations skills.
- Demonstrate oral and written communication skills as well as problem solving and consensus building expertise.
- Leadership within administrative field is strongly desired

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. Knowledge in all areas of curriculum and instruction. Experience with integrated student information systems. Demonstrate leadership skills, qualities, and personal characteristics necessary to work with administration, teachers, paraprofessionals, students, and the general public.

PHYSICAL ABILITIES

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 accommodation 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 25 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.