



DIRECTOR OF ASSESSMENT, CAREER READINESS, AND INTRUCIONAL TECHNOLOGY

Department: Administrative

FLSA Status: Exempt

GENERAL PURPOSE

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. Responsible for monitoring and implementing programs, strategies, and services that support students' college and career readiness in relation to the Career and Technical Education (CTE) Program. Supervises the division instructional technology resource teacher (ITRT). Responsible for all state-level mandated testing (SOL testing), alternative assessments, and performance-based assessments, state requirements, state and federal accountability, state plans, supervising three School Testing Coordinators, and graduation requirements. Supervises the division Instructional Technology Resource Teacher (ITRT), the virtual learning platform, Canvas, and coordinates instructional technology resources and make instructional technology district decisions

ESSENTIAL JOB FUNCTIONS

- Assists in the ongoing evaluation of instructional programs.
- Collaborates with the Director of Special Education and other areas to deliver instructional programs aligned with the needs of exceptional populations.
- Supervises the division's initiatives to integrate technology into the curriculum.
- 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.
- Completes other assigned tasks.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Master's degree required.
- Hold the Postgraduate Professional License.
- Have at least five (5) years of experience as a teacher, administrator or supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of curriculum and instruction, and other student related services.
- Knowledge of the use and development of data disaggregation assessment systems, and dissemination of information.
- Knowledge of assessments, analysis, and interpretation in regards to student achievement.
- Knowledge and experience within the CTE field.
- Knowledge in all areas of curriculum and instruction.
- Skill in integrating technology into curriculum and instruction.
- Skill in planning and human relations skills.
- Skill in oral and written communication.
- Skill in consensus building and teamwork.
- Skill in administrative leadership field.
- Skill in using integrated student information systems.
- Ability to articulate and present analytical data to a variety of audiences.
- Ability to read and interpret reports and test data.
- Ability to write reports and express ideas effectively in both oral and written form.
- Ability to use computer technology in an administrative and educational setting.
- Ability to solve problems.

WORKING CONDITIONS

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise and sound levels in the work environment are usually quiet.

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 functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date