



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Director of Testing and Accountability
SCHOOL/DEPARTMENT	Curriculum and Instruction
SALARY	Admin VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Academic Officer
SUPERVISES	Testing Coordinator, School Test Coordinators
WORK WEEK SCHEDULE	Monday - Friday; must be able to work late evenings and some weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Director of Testing and Accountability is responsible for providing leadership to the school district testing and accountability program. Included is the responsibility to manage and supervise all facets of achievement testing to include, but not be limited to: budgeting, secure storage, security, inventory, ordering, scheduling, scanning, scoring, and distribution of scoring reports to schools. The Director of Testing and Accountability also prepares testing result reports reflecting school profiles and countywide profiles for each academic area measured. These testing result reports are presented to appropriate audiences, i.e. the school board, Superintendent, Chief Academic Officer, central office staff, principals, teachers, parents, advisory groups, and civic groups. Additionally, the Director is responsible for conducting special evaluations regarding issues identified for research; forecasts and prepares budgets for all needs related to testing and accountability; provides appropriate and comprehensive training to school staff and administration regarding standardized test administrations as prescribed by NCDPI, ensures that testing sessions are conducted in a secure manner in accordance with the *Testing Code of Ethics*, the applicable Test Administrator Manuals for each assessment, the *Testing Students with Disabilities Manual*, and the *Testing Students with Limited English Proficiency Manual*, as well as providing interpretation of the results to school audiences and Curriculum and Instruction staff. The Director is responsible for supervising all testing and test-related activities that

are part of the county-wide testing program, and participates in the establishment of testing guidelines and restrictions related to the utilization of appropriate data for screening and placement of pupils in special programs. The Director also supervises job performance of all testing staff, including school test coordinators; conducts investigations into testing misadministrations and violations of the *Testing Code of Ethics* taking appropriate administrative action in collaboration with the Chief Academic Officer, and the Chief Human Resources Officer; coordinates reporting of each school's status/compliance with the NCDPI, and tailors reports requested by school administrators. Pursuant to accountability requirements, the Director provides test reports and school data reflecting Ethnicity for Closing the Gap Reports; provides district reports reflecting data from Teacher Working Conditions Survey data, school demographic data, state testing data results, and Teacher Statistics and provides LEA results reflecting Academics, SAT, ACT, and Graduation Rate. As requested, the Director also provides data to groups and individuals to assist with obtaining grants. The Director manages and supervises all facets of budget to include purchasing testing materials, office supplies, technological equipment and all other items necessary to support the Testing and Accountability program.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of educational administration or testing and evaluation in general
- Thorough knowledge of North Carolina testing programs including, but not limited, End of Grade and End of Course assessments, and all alternative assessments for special needs students, as well as local tests and assessments
- Thorough knowledge of educational research methodology, including research design, data analysis and program evaluation
- Thorough knowledge of program guidelines and professional standards
- Considerable skill in evaluating standardized test results and other data and preparing reports and presentations based on the data collected
- Considerable knowledge of Common Core and the NC Standard Course of Study
- Considerable knowledge of current legislature, literature, trends and developments related to areas of accountability, assessments, and testing
- Considerable knowledge of school board and state School Board of Education policies, procedures and standards regarding assessments, accountability and education
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of NCDPI Testing and Accountability online programs, downloads for scanning, and data bases for uploading score results
- General knowledge of the principals of organization, supervision and administration
- General knowledge of database, statistics and graphical software available
- Demonstrated skill in training and supporting school administration, school test coordinators, and other staff related to testing and accountability procedures and regulations
- Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs based on the records
- Ability to use common office machines, test scanners, computer-driven word processing, spreadsheet and file maintenance programs
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationship as necessitated by work assignments

- Skill in developing research designs, data storage strategies, program evaluation techniques, and data analysis methods

EDUCATION, TRAINING, AND EXPERIENCE

- Master's degree in Educational Administration, Testing and Evaluation, Educational Research, Educational Statistics, Educational Psychology, Statistical Analysis, or related field
- Five (5) to seven (7) years of experience in educational administration, testing/evaluation administration, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities
- Solid work experience, or at least a strong background and aptitude to promptly become proficient, with various software packages such as WORD, EXCEL, POWERPOINT, SPSS/SAS, EVAAS, and other related measurement and data software

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Doctoral degree from an accredited institution in Educational Administration, Testing and Evaluation, Educational Research, Educational Statistics, Educational Psychology, Statistical Analysis, or related field
- Solid knowledge regarding current educational Value Added models at the national level
- Quantitative research of educational Value Added model and EVAAS
- Working experience with Value Added models as part of the state/district/school improvement process as well as training educators effectively using educational Value Added and EVAAS data
- NC Teacher or Administrator Certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide leadership for district testing and accountability program
2. Manage and supervise all facets of achievement testing to include: budgeting, storage, security, inventory, ordering, scheduling, scanning, scoring, training, and distribution of scoring reports to schools
3. Develop test reports reflecting school profiles and countywide profiles for each academic area measured
4. Present test reports to appropriate audiences; i.e., board, superintendent, central office staff, principals, teachers, parents, advisory groups, and civic groups
5. Conduct special evaluations on issues identified for research
6. Forecast budgets for all needs related to testing and accountability
7. Demonstrate professional ethics at all times
8. Provide appropriate in-service training on test administration and interpretation to school test coordinators, school audiences and curriculum and instruction staff and provide first level support for all school test coordinators
9. Maintain historical data, compares data from various sources and produces routine and special request reports
10. Supervise all testing and test-related activities that are a part of the countywide testing program.

11. Participate in the establishment of testing guidelines and in the utilization of appropriate data for screening and placement of pupils in special programs
12. Attend statewide accountability and monthly regional testing coordinators' meetings to stay abreast of new policies and procedures
13. Serve as liaison between Orange County Schools and the Central Regional Accountability Coordinator for the NCDPI
14. Supervise job performance of all testing staff
15. Coordinate reporting of each school's status/compliance with the Department of Public Instruction
16. Tailor reports as requested by school administrators
17. Provide test reports and school data reflecting Ethnicity for Closing the Gap Reports
18. Provide district reports reflecting data from Teacher Working Conditions Survey
19. Provide individual school reports yearly reflecting test data, Teacher Working Conditions Survey data, school demographic data, state testing data results, and Teacher Statistics
20. Provide LEA results reflecting Academics, SAT, and Graduation Rate.
21. Provide data to groups and individuals as necessary to assist with obtaining grants
22. Manage and supervise all facets of budget to include purchasing testing materials, office supplies, technological equipment and other items necessary to support the program
23. Member of Raising Achievement Closing Gap Committee
24. Coordinator for EDDIE, EVAAS, NC Education, CRDC, State Report Card
25. Oversees ACT and PreACT in schools
26. Perform other duties as assigned by the Chief Academic Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and*

skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.

