



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0356  
Pay Grade: C09

FLSA: Exempt  
Administrative

<b>DIRECTOR, ASSESSMENT AND ACCOUNTABILITY</b>
<b>REPORTS TO:</b> Executive Director, Assessment, Accountability, and Research
<b>SUPERVISES:</b> Professional/Technical/Supervisory Staff Support Staff
<b>QUALIFICATIONS:</b> Master's degree with specialization in educational measurement and scaling; and five (5) years of professional experience to include two (2) years of management or supervisory experience; and four (4) years of experience in educational testing and test development, to include knowledge of computer operations for statistical data analyses, test scoring, screening, and for reporting assessment results.
<b>PREFERRED:</b> Doctorate degree, with specialization in educational measurement and scaling.
<b>MAJOR FUNCTION</b>
Manages the development, implementation, operation, and reporting to the School Board, district staff and administration, community, and media the results of the district's testing programs. Responsibilities include overseeing the county's standardized testing program, federal and state-related testing programs, SAT and ACT testing programs, and locally developed testing programs.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Supervises the review, development, and revision of all procedures related to the administration of district and state assessments.</li> <li>• Works in collaboration with district staff and principals in developing and supervising the procedures for administering district and state assessments.</li> <li>• Supervises the ordering, administration, reporting, and use of all district and state assessments.</li> <li>• Plans and supervises training for teachers, test coordinators, district staff, and administrators on the requirements of the state and district assessment programs.</li> <li>• Assists in the preparation of the budgets for student assessments.</li> <li>• Monitors all schools during the administration of district and state assessments.</li> <li>• Coordinates the processing, distribution, reporting, and interpretation of assessment results including training for users of assessment data.</li> <li>• Supervises the design and implementation of assessment techniques and instruments that measure the achievement of district and program goals; and publishes results to facilitate improvement.</li> <li>• Ensures district wide compliance with all state and federal accountability requirements.</li> <li>• Applies an advanced understanding of state laws, rules, policies, and procedures in the specialized area of state and district accountability processes and databases in order to organize, manage, monitor, and execute accountability data management and reporting.</li> <li>• Provides and supervises technical assistance, training, and support to district and school administrators in the implementation of state and federal accountability requirements.</li> <li>• Keeps informed of and complies with federal, state, and district regulations and policies.</li> <li>• Assists in the communication of information regarding district and state assessments and state and federal accountability programs to parents and community members.</li> <li>• Attends assessment and accountability meetings and conferences to keep abreast of the profession.</li> </ul>

**DIRECTOR, ASSESSMENT AND ACCOUNTABILITY**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Supervises, trains, coordinates, and evaluates the Assessment and Accountability staff.</li><li>• Communicates the results from assessments and accountability measures to school / district administrators, the community, and the media.</li><li>• Consults and works closely with other administrative personnel on assessment and accountability-related issues.</li><li>• Maintains close contact with the Florida Department of Education staff for clarification on objectives and policies.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 1975; REVISED: 3/82; REVISED: 10/85; BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 5/89; MW; BOARD APPROVED: 6/14/89; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (D&amp;R, PAY LEVEL): 1/99 PBL; BOARD APPROVED: 1/26/99; REVISED FORMAT, TITLE, MF, ER, ADA, 8/13, LM; BOARD APPROVED: 10/22/13; REVISED FORMAT, ER, 05/07/23 PT</p>

**DIRECTOR, ASSESSMENT AND ACCOUNTABILITY**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Assessment and Accountability – ADM