



Title:	Director of Testing and Accountability, English as a Second Language, and Arts Education
Reports to:	Associate Superintendent of Curriculum and Instruction
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- Master in Educational Administrations, or Testing and Evaluation, or a related field, and 5-7 years of experience in educational administration, testing/evaluation administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Essential Job Functions:

- Oversees all aspects of the testing and accountability program by:
 - Serving as a liaison between the school district and the local, state, and federal agencies
 - Attending appropriate local, regional and state meetings and trainings
 - Developing system-wide programs, plans and schedules for field testing, annual testing and special studies, including State and Federal components
 - Cooperating with the Exceptional Children's Department, the English as a Second Language Department and the Section 504 Coordinator to provide appropriate testing opportunities for all students
 - Serving as a trainer involving testing and accountability procedures
 - Monitoring compliance with state testing program
 - Managing the Online Testing Irregularity Submission System (OTISS)
 - Supervising the scoring of tests and conducting statistical analysis of test results for all schools and areas of group tests conducted
 - Preparing of informative reports, including graphic charts and tables for use by administrators, teachers and the public
 - Developing and coordinating data collection strategies and assists with the collection of data used by administrators, schools and the state
 - Managing the preparation of the annual ABCs, AYP and State Report Card
 - Assisting as a resource person in planning and conducting in-service educational activities involving testing and accountability
 - Providing fiscal management of local and state fund accounts for testing and accountability
 - Assisting Department involvement and activities with the State Writing Instruction System
 - Scanning and scoring test operations

- Keeping continually informed regarding research in educational testing and the development of useful information and software programs for school and classroom use
 - Contributing to the team effort of the Curriculum and Instruction Department as well as to the school system as a whole
 - Supervising the Assistant Director and Inventory Clerk
 - Performing other tasks and responsibilities as may be assigned by associate superintendent
- **Oversees all aspects of the English as a Second Language Program by:**
 - Providing general program coordination following state and federal laws, policies, guidelines and procedures
 - Serving as a liaison between the school district and the local, state, and federal agencies
 - Attending appropriate local, regional and state meetings and trainings
 - Developing system-wide programs, plans and schedules for Limited English Proficiency testing
 - Supervising the ESL staff
 - Providing fiscal management of local and state fund accounts for English as a Second Language Program
 - Keeping continually informed regarding research in English as a Second Language and utilizing information to improve educational and community opportunities for the student and parents
 - Supervising the on-going opportunities for parents through the Parent Night Programs
 - Coordinating data collection strategies and assisting with the collection of data
 - Supervising the preparation and submitting of necessary local, state and federal reports
 - Cooperating with the Exceptional Children's Department and the Section 504 Coordinator to provide resource opportunities for students
 - Contributing to the team effort of the Curriculum and Instruction Department as well as to the school system as a whole
 - Performing other tasks and responsibilities as may be assigned by associate superintendent
- **Oversees various aspects of the Arts Education Program by:**
 - Providing general program coordination
 - Attending appropriate local, regional and state meetings and trainings
 - Scheduling and facilitating periodic system-wide meetings of arts education teachers
 - Coordinating short term and annual A. B. Gibson Education Center student art shows including the Main Street Display Window
 - Facilitating community organizations with programming and art contests opportunities for Scotland County Schools students
 - Providing fiscal management of local fund accounts for Arts Education

- Contributing to the team effort of the Curriculum and Instruction Department as well as to the school system as a whole
- Keeping continually informed regarding research in Arts Education and the development of useful information for school and classroom use
- Performing other tasks and responsibilities as may be assigned by associate superintendent