

## WARREN COUNTY PUBLIC SCHOOLS

**JOB TITLE:** IRT for Testing

**LOCATION:** CENTRAL OFFICE

**JOB CATEGORY:** Professional

**PAY GRADE:** Grades 1-5

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:**  
Directors of Elem/Secondary Instruction

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Provides leadership and assistance to building administrators and teachers in the assessment of students.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ◆ Coordinates the development and implementation of division's program of student assessment;
- ◆ Monitors and evaluates student achievement related to State and local criterion-referenced and norm-referenced tests;
- ◆ Plans and conducts workshops and additional training related to assessment and testing;
- ◆ Meets with and provides supervision and training to the school-level testing coordinators;
- ◆ Sends information to parents related to "school" report cards;
- ◆ Stays informed of current educational trends and programs for student assessment;
- ◆ Recommends and facilitates the acquisitions of instructional materials and equipment for use in the student assessment program;
- ◆ Assists with SOL test prep;
- ◆ Prepares local, state, and federal reports on student achievement/school outcomes and other state reports, as requested;
- ◆ Maintains and presents data on the high school graduation rate, SAT tests, AP tests, Interactive Achievement and PALS;
- ◆ Develops the testing calendar;
- ◆ Recommends needed change in the assessment and instructional program;
- ◆ Reports on the status of division testing programs and services at the request of Supervisors;
- ◆ Assists in the development and implementation of the division's curricular and instructional goals;
- ◆ Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- ◆ Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- ◆ Complies with and supports school and division regulations and policies;
- ◆ Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- ◆ Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- ◆ Models non-discriminatory practices in all activities;
- ◆ Performs related duties as assigned by Supervisors in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of assessments and their analysis/interpretation in regard to student achievement.

Demonstrated ability to work effectively with instructional personnel, building administrators, teachers, and parents. The ability to present and deliver analytical data in an articulate manner to a variety of audiences, including oral presentations and written reports; ability to establish and maintain effective working relationships with school personnel, teachers, and administrators, and parents.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university and hold a Collegiate Professional or Postgraduate Professional License with an endorsement in Administration and Supervision preferred. Successful experience in public education as a teacher and/or administrator is required.

### **SPECIAL REQUIREMENTS**

Candidate must possess strong organizational skills. Must be able to provide own transportation to school-related functions and schools throughout the division. Frequent operation of office equipment is required. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings throughout the division and Central Office. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment such as boxes and assessment materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Travel to schools throughout the division and central office is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Regular contact with staff members, administrators, and parents is required. Contact with parents by phone and in person may be necessary.

### **EVALUATION**

The Director of Elem/Secondary Instruction will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.