

JOB DESCRIPTION

POSITION TITLE: Director, Assessment and Personalized Learning	JOB CODE: 620A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Assessment and Personalized Learning	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Teaching & Learning	PAY GRADE: Director CDR (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for the ongoing development and continuous quality improvement of a comprehensive student assessment system, including local assessments, Student Learning Objectives, state assessments, and national assessments, which accomplishes the strategic plan established by the Board of Education and the Superintendent.	

REQUIREMENTS:

1.	Educational Level: Master Degree required; Specialist Degree Preferred
2.	Certification/License Required: Valid Georgia Educational Leadership Certification
3.	Experience: 5 years in K-12 school programs; 3 years building or district level leadership experience; school principal experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Leads the development, implementation, and continuous improvement of Student Learning Objectives as it relates to the Cobb Keys Teacher Effectiveness System.
3.	Leads the development, implementation, evaluation, and continuous improvement of the comprehensive K-12 assessment system, including local assessments, Student Learning Objectives, state assessments, and national assessments.
4.	Assures the statewide K-12 assessment program is implemented and monitored for compliance at the school and system level.
5.	Leads the planning, implementation, and continuous improvement of the internal assessment system to ensure district-wide data regarding student performance is formatively captured.
6.	Leads the vision to increase personalized learning opportunities for all students, including gifted, advanced, and underperforming students.
7.	Builds partnerships with research organizations and the private sector to advance the development of state and national assessments.
8.	Leads the development of performance based and technology enhanced assessments to measure 21st century skills and outcomes.
9.	Leads effective planning, implementation, and monitoring of budgets to support primary functions of the Office of Assessment.
10.	Leads the development of professional learning to enhance the capacity of school leaders and classroom teachers to effectively practice a balanced assessment framework, including classroom assessment practices, formative assessments, Student Learning Objectives, state assessments, and national assessments.
11.	Communicates effectively with all internal and external audiences as needed to support the district's vision, mission, and goals.

12.	Performs other duties as assigned.
-----	------------------------------------

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____