

Trussville City Schools

Job Description

JOB TITLE: Accountability and Literacy Specialist

JOB GOAL: Responsible for coordinating all state-wide and system-level assessment procedures to include: securing testing information, developing schedules, organizing training for all system level personnel responsible for testing, and maintaining confidentiality as it relates to student assessment results, and delivering professional development.

REPORTS TO: Assistant Superintendent of Curriculum and Instruction

QUALIFICATION: Master's Degree in Administration
Preferred Trained in the Science of Reading

EVALUATION: Administrator Effectiveness

PERFORMANCE RESPONSIBILITIES:

1. Assists in Accreditation Program reviews
2. Provides technical assistance regarding assessment results to school and system-level personnel which includes test interpretation and utilization.
3. Proficient knowledge in the utilization of databases containing student assessment results/records, etc. Analyzes both system-wide and state assessment results and provides detailed reports/presentations regarding academic strengths and areas in need of improvement.
4. Provides on going coaching and support with regard to data with all stakeholders. Evaluates the effectiveness of professional development opportunities and makes recommendations for improvement
5. Researches, develops, and assess the adoption of appropriate instructional materials, methodology, and programs.
6. Collaborates with others (e.g. teachers, administrators, students, parents, other system personnel, etc.) for the purpose of implementing and maintaining educational services and/or programs
7. Facilitates and/or coordinates the use of data dashboards to support problem solving teams. Facilitates, designs, develops, implements or conducts professional development for the purpose of implementing content standards, improving instruction, and increasing student achievement
8. Works to increase student achievement through continued analysis of state and district testing consistent with the challenging State academic standards.
9. Attends State Department of Education workshops related to the Student Assessment Program and fulfills all requirement of state testing coordinator set forth by the Alabama State Department of Education.
10. Confers with, Assistant Superintendent of Student Services, Special Education Coordinator, ESL Coordinator, and principals on test administration for students of special populations.
11. Monitors and/or facilitates local, state, and national testing.
12. Coordinates with district technology staff to ensure preparation prior to and during testing administration.
13. Remains accessible to all system personnel during testing days to answer questions and address emergencies.

14. Develops, revises and ensures implementation of consistent testing procedures.
15. Provides training and support to district and school staff regarding implementation and procedures.
16. Plans and accomplishes personal professional growth and demonstrates professional ethics and leadership.
17. Serves on system, state or community councils or committees as assigned.
18. Performs other duties as assigned.