

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Director of Planning, Research, and Evaluation – Assessment and Accountability

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Teachers in designated program areas  
Lead teachers (Supervision of teachers and lead teachers will be done in tandem with building principals.)

**QUALIFICATIONS:**

1. New Jersey administrative certification as a Principal, Supervisor, or Chief School Administrator.
2. Master's degree with academic training in formative and common and summative research, evaluation and assessment.
3. Successful professional experience and/or advanced research preferred involving the collection and analysis of statistical information related to student performance and/or other topics related to academic success.
4. Successful experience with professional development leadership in a school setting.
5. Successful experience with the use of data to inform instruction and professional development.
6. Familiarity with the goals, methods, and constituent groups involved in elementary and secondary public education.
7. Demonstrated skill(s) in test administration, survey development and implementation, current methods of statistical data collection and analysis (including commercial software used in such processes), and the development of conclusions and recommendations based on data.
8. Demonstrated proficiency and successful experience using Microsoft Word, Excel, Access, PowerPoint, NJSMART and district student management system.
9. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
10. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
11. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
12. Such alternatives to the above qualifications as the Superintendent may find acceptable.

**JOB GOAL:** The Director shall be responsible for supervising and managing the district's efforts to comply with federal education mandates, with emphasis on compliance with the Elementary and Secondary Education Act. The Director will coordinate the district's local and state assessment programs, data analysis, application of scientifically based research, State assessment results, district surveys, school report card, school benchmarking, school data teams, program evaluation and needs assessment data in support of our accountability programs. The Director will direct the formulation of district-wide goals, plans, policies and budgets and recommend them to the Superintendent. She/he will direct and supervise school operations and programs, evaluate certificated and non-certificated staff in areas related to this job goal.

**PERFORMANCE RESPONSIBILITIES:**

**A. Assessment**

1. Conduct ongoing, comprehensive needs assessment of the district's student and staff assessment program, and identify and recommend modifications to the Superintendent as needed.
2. Develop and present budget recommendations related to the district's assessment program including funding for professional development.
3. Make curricular recommendations to the Superintendent based on interpretation of summative, formative and common assessment results.
4. Support the district-wide assessment process to improve student performance by establishing systems and testing dates and policies.
5. Measure the level of student achievement of Common Core and New Jersey Core Curriculum Content Standards and State benchmarks in order to identify student needs. Provide schools with diagnostic and predictive information in identifying strengths and weaknesses in order to establish priorities in planning educational programs.
6. Implement and monitor state mandated tests in compliance with state requirements, including HSPA, Subject Specific End of Class Tests and Performance Assessments, NJ ASK, ACCESS for ELLs, and all other required standardized tests administered in the district.
7. Coordinate district assessments in grades PreK through 12, LEP placement and exit exams, and the Kindergarten summer screening program for all new registrants.
8. Recommend the initiation, development, evaluation and improvement of curriculum, instruction and assessment programs and services.
9. Recommend, in conjunction with central administration, principals, teachers, parents and students as may be appropriate, the scope and sequence of curriculum, information guides and other resources pertaining to assessment.
10. Coordinate program articulation activities and assessment activities with the Assistant Superintendent for Curriculum and Instruction.
11. Adhere to all test administration timelines, record keeping and record change processes.
12. Attend and turn-key all state assessment training sessions, policies and procedures to all administrators, test coordinators, and departments of specialized populations.
13. Coordinate proctoring and administration of tests in the schools.
14. Establish, implement and oversee the implementation of test security guidelines for the school system.
15. Design, facilitate and supervise the selection and implementation of -wide formative and common assessment systems, assessment for learning activities, data analysis tools and reporting of results to schools that will provide meaningful improvements in teaching and learning and increased student achievement.
16. Ensure the successful implementation and integration of formative and summative common assessments into the curriculum.
17. Provide professional learning opportunities for district staff in the areas of State Assessment, Formative and Summative Common Assessment, Analyzing Data, ESEA Guidelines and Strategic Plan writing.
18. Serve as a system and school liaison between the district and the NJDOE State Assessment Offices.
19. Provide website information to our students, parents and public in the areas of assessment and State benchmarks.
20. Identify and recommend to the Superintendent technology programs, costs and needs associated with the integration of advanced systems and technology use for evaluation and assessment.
21. Assist and support the district's schools to meet/exceed and interpret the student achievement measures for ESEA at federal, state and local levels.

22. Assist in formulation, establishment, and implementation of system accountability plans, school benchmarks, and district report card to close gaps between and among all students and different groups of students.
23. Assists with the coordination of data teams and surveys to assist our schools and district with data driven decisions to improve student achievement.
24. Serve as chairperson of the District Assessment Committee.
25. Such other responsibilities as may be directed.

**B. Assessment Data Coordination and Reporting**

1. Direct and coordinate efforts between all schools and departments to maintain the integrity of student demographic data in the district’s Student Information System to integrate with NJSMART.
2. Develop and implement surveys and other data collection mechanisms.
3. Perform statistical measurement of population variables and other types of data related to student performance.
4. Provide technical expertise for analysis, interpretation and reporting of all student assessment data.
5. Develop and present data and analysis reports.
6. Develop and present conclusions and interpretations of statistical data and analysis for application to district programs.
7. In conjunction with the Assistant Superintendent for Curriculum and Instruction, Directors, Principals, teachers, and such other district constituencies as may be appropriate, integrate student assessment data into curriculum and professional development programs. This includes participating on, and/or providing input to, the district’s Local Professional Development Committee and DEAC.
8. Analyze and report data and test score results to the schools, district, parents and public in accordance with State mandates.
9. Ensure data and test scores are available in multiple formats to meet the needs of the district and departmental goals.
10. Direct, supervise and evaluate the job performance of Manager of Information Systems - Academics and any other support staff assigned to the Director’s responsibility.
11. Direct and manage all data and submissions to the NJDOE via NJSMART as well as the comprehensive application of that data to improve the quality of instructional programs and student achievement.
12. Develop and direct state mandated committees and implementation plans to include student measurable outcomes in teacher and principal evaluation systems as aligned to State requirements through the development of State approved benchmarks and assessments in all content areas.
13. Such other responsibilities as may be directed.

**C. ESEA Supervision**

1. Serve as a system and school liaison between the district and the NJDOE ESEA, Title I and Accountability Offices.
2. Develop and present budget recommendations related to the district’s Title-funded programs including funding for professional development.
3. Have knowledge of federal legislation, regulations, and guidance.
4. Establish multiple criteria for identifying academically gifted and at-risk children.
5. Organize and conduct meetings with constituent groups as part of the district’s ESEA Committee to identify program plans and priority problem areas for district schools.
6. Manage the development of the district’s parental involvement policy.

7. Define and institute the elements of the District Needs Assessment, which may include individual assessments for schools in need of improvement and schools operating school-wide programs.
8. Identify program needs of Title-funded schools and recommend school program activity plans to Superintendent.
9. Analyze multiple student achievement and performance data.
10. Interpret assessment related to student outcomes and benchmarks for ESEA.
11. Establish eligibility of Title I schools and allocation of funds.
12. Identify elements of the Title I program and strategies the district/schools implement.
13. Plan for district professional development, parent involvement activities, and other district-wide instructional programs as appropriate.
14. Supervise the development and approval of the Title I Unified Plan and school improvement programs for designated schools.
15. Evaluate the effectiveness of Title I program and strategies.
16. Provide technical expertise for the analysis, interpretation and reporting of all assessment data.
17. Recommend and/or provide professional development (e.g., related to test score interpretation, lesson planning, pacing, etc.) for instructional staff and specialists based on data and identified performance objectives.
18. Such other responsibilities as may be directed.

Approved by Board: March 22, 2015