



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Testing and Evaluation Director

**Prepared Date:** 01/19/2022

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### **JOB GOAL:**

To provide vision and leadership for the Testing and Evaluation Department. To plan, develop, and coordinate research, analysis, measurement, and reporting data and other critical information for testing and programs in order to provide high quality, well-focused support for the highest academic achievement priorities set by the district for the campuses. Provide service as accountability partner to principals; accurate reporting of all student data; and provide program evaluation as assigned.

### **TERMS OF EMPLOYMENT:**

Twelve 12 month (245 days) contract, Pay 802 Grade 25, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**  
**Non-Exempt**

### **QUALIFICATIONS:**

1. Master's degree or higher with eligibility for Arkansas certification as a district-level administrator required.
2. At least eight years of successful full-time public school service in a certificated position(s), no fewer than three years of which must have been in a school leadership experience in statistics and measurement or related field highly preferred.
3. Excellent writing skills, as well as experience and expertise in strategies to infuse technology and data-driven initiatives across the curriculum.
4. Advanced computer skills required, including but limited to statistical programming.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Develops a strategic vision for the Testing and Evaluation Department which encompasses a culture of high quality service to internal and external clients, innovation, and optimal operational efficiencies.



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2. Leads the effort to provide an aligned and articulated instructional assessment, accountability, and data analysis program for the District.
3. Coordinates federal, state and District assessment and accountability functions.
4. Monitors all schools in the implementation of sound testing practices.
5. Provides data, interpreting data, and supporting data-driven decision by school administrators and teachers for the improvement of teaching and learning throughout the District.
6. Develops and administers budgets in all areas of control, including analysis of budget expenditures and recommendations for on-going operations effectiveness, ensuring fiscal integrity and compliance.
7. **Compliance:** Serves as Liaison with Arkansas Department of Education school improvement staff to implement components of the Elementary and Secondary Education Act (ESEA) for identified schools. Serves as support coach for School Improvement Specialists; trains school personnel and assists the schools to prepare for onsite visits from ADE.
8. **Data Reporting:** Quarterly Progress Reports to ADE and SBE – Assists schools in preparing and submitting Improvement Plans to the state. Summative and Interim Assessment Reports – Provides data reports to the administration and schools on district and school performance on state tests and interim assessments. Other Data – Provides a variety of academic data to the administration and schools upon request.
9. Fosters a positive work environment that promotes collaboration, celebration, creativity, and high quality productivity.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.