

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Director of Assessment and Accountability

**Wage/Hour Status:** Exempt

**Reports to:** Executive Director for Curriculum  
and Instruction

**Admin/Prof Pay Grade:**107(226 Days)

**Dept./School:** Central Administration Office

**Date Revised:** 04/13/2022

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**Primary Purpose:**

Implement state and federally mandated student assessment programs for the district. Ensure security and integrity of testing materials and data in accordance with state and federal requirements.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from an accredited college or university  
Mid-management certification required

**Special Knowledge/Skills:**

Knowledge of the state testing program and accountability system  
Ability to use student test data systems  
Ability to perform statistical analysis  
Ability to use personal computer and software programs to collect, report, and present data and test-related information  
Ability to develop and deliver training to adult learners  
Excellent organizational, communication, and interpersonal skills  
Knowledge of school counseling support  
Bilingual, preferred

**Experience:**

Three years experience as a classroom teacher

**Major Responsibilities and Duties:**

**Testing & Coordination**

1. Develop and implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.
2. Provide timely support for testing administrators.
3. Consult with staff to provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
4. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.
5. Performs all duties assigned by TEA to District Testing Coordinator.
6. Works cooperatively with principals and staff to design district testing program.

7. Disaggregates test data and provides principals and teacher with results in an easy to read and understandable format.
8. Uses test data to evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies and assessment techniques.
9. Assist campuses in coordinating and delivering staff development related to testing.
10. Handles and communicates student data in highly secure and confidential manner.
11. Assists campuses in coordination and delivering staff development related to testing.
12. Coordinate and support district counseling services.
13. Direct the planning development and training of high-quality staff development to support district level administrators, principals, teachers, and support staff.

### **Analysis and Collaboration**

14. Develop and distribute statistical studies, analysis, and evaluation reports as required.
15. Work with instructional teams to analyze test data and develop student achievement goals and objectives.
16. Consult with district staff to develop, administer, and interpret evaluation guidelines and procedures.

### **Gifted and Talented Program Management**

1. Work cooperatively with classroom teachers to address gifted student's need.
2. Attend all district gifted and talented program related meetings.
3. Develop and revise gifted curriculum.
4. Assist teachers in developing and providing gifted students with enriched or alternative coursework through curriculum modification, compacting, etc.
5. Participate in campus professional learning communities (PLCs).
6. Assist in the gifted and talented nomination and identification process, including the planning, testing of students, review of student data, and campus identification meetings.
7. Keep inventory of GT supplies and oversee their use and maintenance.

### **Recordkeeping, Reporting, and Inventory**

17. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
18. Complete evaluation and compliance reports as required by federal and state programs.
19. Develop, implement, and maintain an inventory system to track and monitor location of test materials throughout the distribution, return, and storage process.

20. Compile, maintain, file, and secure all reports, records, and other required documents.
21. Report test results to the Board.
22. Develops and maintains operational system for retrieval of information in support of the testing program.

**Other**

23. Develop and deliver training for district and campus test administrators to ensure that tests are conducted and procedures are consistently followed.
24. Organize logistics for scheduling and conducting all testing in the district including staffing, distribution, and security.
25. Follow district safety protocols and emergency procedures.
26. Has regular in person attendance and complies with notification procedures for absences.
27. Perform other duties as assigned.

**Supervisory Responsibilities:**

Social Workers

Direct the work of district and campus test administrators and others assigned to conduct tests.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.