

**Roswell Independent School District
Job Description**

Job Title: ASSISTANT SUPERINTENDENT FOR ASSESSMENT AND ACCOUNTABILITY

Reports To: SUPERINTENDENT

Basic Function:

Oversees planning, implementing, monitoring, reporting, evaluation activities, areas of accountability and assessment in order to enhance student performance; ensure effective use of RISD resources; ensure availability of information; provide timely and accurate information about students; and provide quality support services and meet state mandates thereby ensuring a reliable and consistent assessment environment that results in a world-class educational experience for ALL students.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Plan, organize, and direct the district's accountability efforts of the New Mexico Standardized Assessment Procedures (NMSAP) to enhance the educational outcomes for students in the district and to provide students with the opportunity to make growth and master the Common Core curriculum and the New Mexico State Standards and Benchmark in mathematics, reading/language, science, social studies, and writing.
2. Facilitate the administration, analysis, dissemination and interpretation of test results emanating from any New Mexico Public Education Department required assessments and various other standardized assessments.
3. Assist staff, students, and parents in effectively using assessment data to set goals, implement informed progress. Oversee the professional development of administration and staff for the purpose of initialing, revising, and documenting attainment of EPSS document goals, monitoring and understanding school and district report card data, and understanding the impact and implication of assessment data within the New Mexico Educator Evaluation System.
4. Coordinate the research and evaluation functions of the district.
5. Provide data for the RISD information management system, and supervise data processing for the district including the transmittal of SOAP and/or STAR systems, graduation data, student records, verification of cohort assignments, and assessment related reports to the New Mexico Public Education Department
6. Participate in training programs to increase skills and proficiency related to assignments. Work collaboratively with the Instruction Department in preparing data for stakeholder groups beneficial to making informed decisions for both the delivered and assessed curriculum.
7. Follow federal and state laws, as well as school board policies.
8. Treat people with dignity and respect while adhering to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District and Board Policy 3111 of the Conduct of the Roswell Independent School District.
9. Maintain confidentiality in sensitive matters.
10. Make sound decisions and demonstrate intellectual capabilities.
11. Make informed observations using readily available information and data.
12. Be flexible and able to prioritize tasks.
13. Be able to maintain a neat, functional office that is inviting but professional, safe environment.
14. Computer Information Systems, including student and staff database programs, spreadsheet and word processing programs; employing task management skills which incorporate the use of technology.
15. Perform other duties as assigned by the Superintendent.

Supervisory Responsibilities:

Supervise functions of Assessment and Accountability Office inclusive of all permanent and temporary support personnel.

Qualifications:

1. Master's degree.
2. Current New Mexico Teaching license with Endorsements as needed.
3. Valid Driver's license and Car Insurance.

ASSISTANT SUPERINTENDENT FOR ASSESSMENT AND ACCOUNTABILITY (CONT'D)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Have knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. Flexible hours and travel for research and training may be required. May work under stressful conditions occasion.

Experience and Education:

Three (3) years' experience in the capacity of a school administrator within a Public Education Department Administrative License (Level 3B).

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date