Job Title: Director, Assessments
Office: Office of Data Systems and Strategy
Salary Range: 1-5 / $110,844 - $125,095
NTE Date: N/A

Position Overview
The mission of the Office of Data Systems and Strategy is to support schools and the district as a whole to use technology and data effectively to accelerate student achievement. The Office includes the following teams:

- **The Information Technology** team provides DCPS students and staff, in every school, with the infrastructure, systems, and support to use technology effectively to accelerate student achievement.
- **The Assessments** team leads and supports schools in the administration of summative assessments and surveys and ensures test integrity is maintained during assessments.
- **The Data** team ensures stakeholders at all levels of the organization have access to accurate, timely, and relevant data by organizing, validating, and reporting on student data and by conducting analysis and research to inform decision-making.
- **The School Data & Performance** team supports and builds school-based capacity to use data tools to inform school planning and decision-making.

The Assessments team leads and supports schools in the administration of summative assessments and surveys and ensures test integrity is maintained during assessments. The team works with schools and the Office of the State Superintendent of Education to provide testing for students at various grade levels in DCPS, including the Partnership for Assessment of Readiness for College Careers (PARCC) assessment, DC Science test, Dynamic Learning Map (DLM), Multi-State Alternate Assessment (MSAA), National Assessment for Educational Progress (NAEP), and Health and Physical Education Assessment (HPEA).

The Director, Assessments is responsible for the oversight and administration of state summative assessments, test integrity requirements and processes, and other required testing in DC Public Schools. The Director establishes, maintains, and enhances the organization’s summative assessment policies and practices; oversees school-facing assessment support systems and resources; and designs and implements test integrity protocols and investigations in accordance with local law and state assessment policies and procedures.

The Director, Assessments will report to the Chief, Data Systems and Strategy.

Essential Duties and Responsibilities
The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Has overall responsibility for the administration and oversight of state summative assessments, test integrity, and other required testing in DC Public Schools.

- Establishes, maintains, and enhances the organization’s summative assessment policies and practices; develops an excellent grasp of DCPS and the Office of the State Superintendent of Education (OSSE) policies and protocols associated with assessments and vendor requirements for test administration; and ensures alignment with state and federal requirements and policies.

- Supervises staff who provide school-facing supports for assessment implementation.

- Is responsible for overall strategy for school-facing supports for summative assessments, including but not limited to call hotlines, general mailbox, helpdesk, and tier 1 supports; maintains the accuracy, timeliness, and user friendliness of school-facing reports and tools; and oversees day-to-day logistics during assessment windows and post-assessment activities; develops or directs team members who develop and provide summative assessment trainings for school staff; and develops assessment-related resources and communications.

- Is responsible for ensuring a sound technology infrastructure for assessments, including the setup and testing of software, applications, and appropriate supports from Information Technology teams; is responsible for developing and ensuring updates to technology systems and platforms that are being used to implement all state and federally mandated assessments administered in DCPS, including but not limited to Pearson TestNav and other platforms, QuickBase, Canvas, Outlook, cloud storage, and Microsoft excel; and oversees the system performance and makes improvements to ease of use for school-based staff.

- Is responsible for overall test integrity compliance and execution of test integrity protocols, including the school test integrity plan development process, training 115+ schools on developing test plans, collecting test plans, coordinating a team of reviewers to evaluate and provide feedback on school test plans, and ensuring the final submission and approval of test plans by OSSE; oversees staff member(s) responsible for supporting the test integrity plan process, investigations, case documentation, and school test incident monitoring; prioritizes, designs, and plans test integrity investigations; investigates possible testing improprieties, including through sometimes challenging interviews with students and staff; and develops and/or reviews test integrity documentation, case summaries, and briefs school-based staff, the DCPS Labor Management & Employee Relations Investigations Unit, and central office leadership on investigations.

- Determines and implements assessment policies in accordance with DCPS academic priorities and OSSE and federal policies; and ensures the development of accurate testing cohort resources.

- Collaborates with internal data managers to prepare student data from source systems for
assessments and calculation purposes; ensures the accuracy of student data for any report or file produced for assessment administration purposes; and collaborates with internal and external agencies, including OSSE, to understand and implement data file requirements.

- Develops a strong grasp of testing accommodations, accessibility features, and administrative considerations available to students with disabilities and English language learners; and collaborates with internal and external parties to deliver appropriate guidance on selection and implementation of accommodations for testing purposes.

- Develops department strategy across multiple programs and clear, specific, and ambitious performance measures for related to priorities; and coordinates and directs the work of staff based on volume, priorities, and strategic context.

- Builds senior-level relationships across internal departments and Offices to drive collaboration and project success; and interacts with and responds effectively to urgent requests from multiple internal and external DCPS stakeholders.

- Tracks the progress of multiple programs within larger strategic context and intervenes where necessary to resolve complex obstacles to success; interprets impact of changes in policy and regulation on department strategy; keeps informed about innovations, developments in policy, and research and advises DCPS senior management team on proposed legislation, policies, and procedures affecting the specific department and projects assigned; drives the gathering and analysis of data for internal and external reporting; and evaluates, on quantitative and qualitative basis, effectiveness of programs and special projects towards meeting established goals and objectives.

- Stays closely aware of projects, high-level initiatives, and emerging issues across DCPS organization and pro-actively helps to adjust department approach based on changes in direction, priorities, and resources.

- Assesses department’s programmatic talent needs and implements hiring, training/professional development strategies, and organizational design appropriately; guides and coaches direct reports and other team members; and keeps department staff informed of internal and external developments affecting their areas of responsibility.

- Identifies and systematizes successful operational and project management methods across the department; and develops and implements annual department budget and allocation of staff and resources.

Qualifications
- Bachelor's degree and six to eight years of related work experience.
- Master's degree strongly preferred.
- Demonstrated experience working on assessment administration in the K-12 public education sector.
- Demonstrated experience in leading and managing team members effectively.
- Demonstrated experience leading complex projects and breaking phases into discrete tasks.
• Ability to determine interdependence of projects to other initiatives within or outside of the team, office, or agency and able to determine strategies for collaboration.
• Demonstrated experience multi-tasking and producing desired outcomes under tight deadlines and competing priorities.
• Ability to read, understand, and present qualitative and quantitative data to various audiences.
• Demonstrated experience operating independently with minimal supervision.
• Exhibits strong customer service skills and focus on solutions.
• Possesses effective communication skills both orally and in writing.
• Possesses strong proofreading skills, including reading documents for content and context.
• Exhibits obsessive attention to detail and accuracy of information.

DCPS Values

• **STUDENTS FIRST**: We recognize students as whole children and put their needs first in everything we do.
• **COURAGE**: We have the audacity to learn from our successes and failures, to try new things, and to lead the nation as a proof point of PK-12 success.
• **EQUITY**: We work proactively to eliminate opportunity gaps by interrupting institutional bias and investing in effective strategies to ensure every student succeeds.
• **EXCELLENCE**: We work with integrity and hold ourselves accountable for exemplary outcomes, service, and interactions.
• **TEAMWORK**: We recognize that our greatest asset is our collective vision and ability to work collaboratively and authentically.
• **JOY**: We enjoy our collective work and will enthusiastically celebrate our success and each other.

Would you like to apply to this job?

[Log In](#) if already registered
otherwise

[Please Register](#)