Executive Director, Accountability and Assessment
RESEARCH & EVALUATION
440 N. BROAD STREET
PHILADELPHIA, PA 19130
Central Office
Job Number 4600210980
Start Date
Open Date 10/16/2020
Closing Date 11/16/2020

Job Summary

Monitors the strategic planning and coordination of all initiatives for the Offices of Accountability and Assessment, Develops and implements an ongoing system of applied research and program evaluation. Plans, directs and oversees all phases of the District's various testing programs. Ensures the technical quality of the District's assessment plan is deliverable and meets all standards. Supports and monitors the implementation of state requirements for testing procedures in regards to outcome-based objectives. Produces periodic and ad-hoc progress reports, including student achievement as well as providing support to ensure the appropriate interpretation and use of assessment and accountability results. Leads and evaluates data for the purpose of curricular planning. Determines procedures and criteria for instructional strategies and programs. Collaborates with the District's Office of Information Technology, ordering, distributing and scoring standardized tests. Oversees professional development that links assessment and accountability data to instruction.

Essential Functions

Assesses the effectiveness and efficiency of operations on an ongoing basis; ensures that the District's needs are being met.

- Monitors the strategic planning and coordination of all initiatives for the Offices of Accountability and Assessment.
- Directs and coordinates the collection, maintenance and reporting of student and school achievement data to multiple audiences, which includes schools, academic divisions, central offices, the state and federal government, as well as to the public.
- Assists school, academic divisions and central office staff with the interpretation and effective use of data.
- Conducts professional development programs, including the development of materials through which all involved staff is made aware of the important features of the accountability and assessment programs.
• Directs and coordinates the processing of test materials, including their collection and distribution; establishes scoring arrangements and standards/reporting formats for interpretation of test scores; designs and prepares reports on the results of student testing programs for presentation to internal and external audiences.

• Works closely with information management personnel to ensure that data from the District's accountability and assessment systems and other progress reporting functions are accurate such as the analysis and verification of standardized test data, meets the needs of multiple users, and are used appropriately.

• Coordinates communication with District staff, students and/or parents regarding changes in the format and design of progress reports; responds to inquiries regarding the significance of data from staff, parents and the public.

• Provides staff leadership and resource services in the development, administration and supervision of pupil assessment programs; interfaces with administrative offices, schools, the state Department of Education and outside agencies in promoting, modeling and implementing all aspects of field tests and mandated assessment programs.

• Promotes dialogue between schools and other offices in the District in developing testing/assessment models that minimize over-or unnecessary testing and maximize accountability and pupil evaluation.

• Coordinates the design and development of assessments and test items.

**Minimum Requirements**

• Master's degree from an accredited college or university with major course work in education, educational research or evaluation, educational or development psychology or a related field.

• Ten years of full-time, paid, professional educational research and/or evaluation experience which has involved working with accountability and assessment programs, the maintenance, analysis and interpretation of educational data, working with large databases to provide student demographic and achievement data to multiple audiences, at least five of which have been in an administrative or supervisory capacity as well as least five years of experience managing large-scale accountability or assessment programs.

**Knowledge, Skills and Abilities**

**Demonstrated knowledge of:**

• the standards, principles, practices and methods of operation of mainframe data systems.

• database design and management.

• standard research methodologies and procedures as applied to evaluation, statistical analysis, educational research and presentation of findings.

• accountability and assessment programs.
• federally-mandated accountability programs.
• current PC database, spreadsheet, and presentation software packages.
• methods and techniques used to ensure the integrity of data.
• educational testing instruments, methods and procedures.
• analytical techniques, evaluative instruments, form and survey development and experimental designs.
• technology of text design, construction and validation as they pertain to the selection, use and interpretation of assessments.
• techniques used in performance-based assessment and the resources available related to the setting of standards.
• strengths and weakness of standardized tests.
• mandated federal and state regulations and laws pertaining to the implementation and administration of testing programs.
• supervisory methods and techniques.

**Demonstrated ability to:**

• plan and conduct staff development programs as needed.
• plan, direct and supervise the activities of subordinate staff as they implement a large-scale testing program.
• plan and coordinate activities between various departments.
• effectively plan and direct the activities of clerical and technical staff members.
• review and proofread information.
• understand and follow oral or written directions.
• communication effectively both orally and in writing.
• establish and maintain effective working relationships.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**Nondiscrimination**

The School District of Philadelphia provides to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability, gender identity, or genetic information. Please refer to Board Policy 104 for further information regarding the District's commitment to Nondiscrimination in Employment Practices.

**Additional Job Information**

This is a 12-month, non-represented role. The salary grade for this position is 4032. Interviews may be conducted to determine how well a candidate meets the established criteria. Please note that not all qualified candidates may be selected for an interview.