

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR OF ASSESSMENT, INSTRUCTIONAL TECHNOLOGY & MATERIALS

SALARY SCHEDULE: ADMINISTRATIVE – G

COST CENTER: ASSESSMENT, INSTRUCTIONAL TECHNOLOGY & MATERIALS (9054)

QUALIFICATIONS:

- Bachelor's Degree from an accredited educational institution; Master's Degree preferred.
- Minimum of five (5) years' experience in assessment, instructional technology, instructional technology, or school-based administration.
- Demonstrated knowledge of Florida's assessment requirements, current & emerging instructional technologies, and the ability to utilize this knowledge to propose strategic and tactical directions related to supporting classroom instruction.
- Demonstrated knowledge in the instructional materials adoption process.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of assessment requirements from the Florida Department of Education, instructional technologies to enhance instructional practices, and instructional materials guidelines.
- Knowledge of best practices in supporting state and local assessments.
- Knowledge of School Board rules and regulations related to assignments.
- Ability to plan, organize and prioritize assignments.
- Ability to balance several job functions at one time and work under a heavy workload.
- Ability to work cooperatively with other departments and agencies.
- Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Executive Director of Accountability and Technology

JOB OBJECTIVE:

To provide leadership and technical expertise in the development and execution of strategic and tactical plans within the Sarasota County Schools organization. To assist the District, Administration, and Schools in providing the best Assessment, Instructional Technology and Materials practices available. To ensure a high level of accountability in overseeing state and local assessments involving rigorous monitoring, transparent reporting, and continuous evaluation to maintain the integrity and effectiveness of the educational system of the district. To lead by example in all interpersonal and performance aspects of this key role.

SUPERVISES:

Supervisor of Instructional Materials
 Program Specialists
 System Administrator I – Instructional Technology
 Test Distribution Clerk

PERFORMANCE RESPONSIBILITIES:

- Provide the necessary data and communications for District, Department and Schools.
- Maintain contact with other school districts and professional management associations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the districts information systems.
- Communicate effectively orally and in writing.
- Collaborate with other departments or divisions.
- Use effective communication strategies to interact with a variety of audiences.

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- Direct and coordinate management planning and analyses as related to assessment and instructional materials needs.
- Evaluate educational, assessment, and instructional systems to make recommendations to improve the educational outcomes and operational efficiency of the school district.
- Provide a system or reporting specified information needed for instructional, administrative, planning, and public relations purposes; especially those related to local, state, and federal assessments.
- Seek and develop grant proposals for additional resources.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide leadership to the District in establishing project priorities for the development, implementation and evaluation of instructional technology and assessment platforms.
- Deliver comprehensive data reports to school and district leaders, detailing assessment results and recommending actionable steps. These reports will be supported by instructional materials and technology to ensure effective implementation and improvement.
- Act as a liaison between School District personnel and consultants on the development of information systems within the District.
- Ensure that appropriate data is accessible to managers, principals and other users to support a collaborative planning and decision-making style of leadership.
- Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- Facilitate problem-solving by individuals or groups.
- Set high standards and expectations for self and others.
- Keep abreast of latest developments, changes in requirements, and best practices in assigned area.
- Assist department staff in keeping up-to-date and well-informed about issues and changes in the area of responsibility.
- Assist school and District staff in keeping abreast of issues and requirements in assigned area.
- Direct and coordinate the planning, implementation, and evaluation of the Assessment functions, the Instructional Technology functions, and the Instructional Materials functions for the School District.
- Develop a comprehensive plan to integrate collaborative practices related to assessment, instructional technology, and instructional materials, all aligned with District goals.
- Provide service, support and training through the department to the schools and departments in the area of assessment and instructional materials, including requirements through the Florida Department of Education related divisions.
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- Serve on committees, councils, and/or task forces.
- Exhibit support for the District's vision, mission, goals and priorities.
- Serve as a district representative in the community as determined by the Superintendent and members of the Superintendent's Cabinet.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Assist in the preparation of all facets of the departmental budget.
- Direct and oversee the use of data within the organization to ensure appropriate usage and optimal delivery.
- Provide oversight for data automation and integration.
- Provide oversight for efficient and secure data systems and services to meet organizational needs.
- Prepare or supervise the preparation of all required reports and maintain all records.
- Make and share decisions in a timely manner.
- Respond immediately to emergency situations.
- Address personnel problems promptly and directly.
- Address requests for information from schools and departments in a timely manner.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations

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may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.