

## **DIRECTOR, TESTING**

### **GENERAL RESPONSIBILITIES**

Under the direction of the Chief Strategy and Innovation Officer, the Director coordinates the implementation of the state testing system for Virginia Beach City Public Schools; direct, evaluate, and revise, on a continuing basis, the division's testing methods and procedures to provide the information and process structure necessary to develop and maintain the best educational programs for the division. Coordinate various aspects and requirements of the No Child Left Behind Act of 2001 (NCLB) and Virginia's accountability system. Serve as liaison to the state, test scoring companies, other schools divisions, and to the departments and schools within the school division on matters related to assessment.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide leadership in the administration of national, state, and local assessments.
- Analyze and communicate test results to identify strengths and weaknesses in instructional programs and identify priority areas for improvement.
- Coordinate and assist in the interpretation of the federal guidelines for NCLB to ensure necessary preparations for test administration and proper analysis of test results.
- Serve a lead role in the development of a balanced assessment system for Virginia Beach City Public Schools in order to accurately assess student mastery of content knowledge and 21<sup>st</sup> century skills.
- Serve as liaison to the Virginia Department of Education (VDOE), scoring vendors, other school divisions, and departments and schools within the school division on matters related to national, state, and local testing.
- Coordinate the continuation of online SOL testing at the secondary schools and the initial implementation of online testing at the elementary level.
- Effectively communicate guidelines related to test administration and the appropriate use of test results to various groups such as school administrators, school improvement specialists, and the media.
- Provide training to administrators and school improvement specialists in proper test administration and test security protocols.
- Provide leadership and guidance to the testing specialists.
- Supervise the ordering of all testing materials and assist with budget planning related to test administration and implementation.
- Maintain security of testing materials and implement policies and practices to prevent potential breaches in security.
- Work directly with and supervise the testing assistant, research, evaluation and assessment assistants, and temporary/part-time employees to effectively coordinate and organize the distribution and collection of all testing materials.
- Coordinate, develop, and prepare training materials for each test administration.
- Respond to inquiries from school administrators and the media about assessment results and testing procedures.

- Provide technical assistance to school administrators and school staff regarding test administration.
- Conduct workshops on the state testing system as well as the analysis and interpretation of assessment data for various stakeholders such as individual school planning councils, PTA groups, the Department of Teaching and Learning, and the School Board.
- Attend test administration training provided by the state and develop local procedures to ensure compliance with all state mandates and procedures related to testing.
- Work closely with the Department of Technology to ensure accurate data are available for schools and departments to assist with continuous improvement.
- Serve a lead role in developing user-friendly reports to assist central office administrators, school-level administrators, and teachers with analysis and interpretation of assessment results.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of NCLB requirements and Virginia’s accountability system as well as the principles, practices and procedures related to research, testing, and assessment; knowledge of summative and formative assessment and the purpose and appropriate use of each assessment type; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff and administration; ability to use a variety of software including spreadsheets, word processing, database, presentation software, projection equipment, and statistical packages for data analysis.

**EDUCATION AND EXPERIENCE**

Master’s Degree required (doctorate preferred) and 3 years successful experience in the area of student assessment (test development, test administration, and analysis and interpretation of test results). Experience with national, state, and local assessment systems is highly desirable. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Some significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift boxes of testing materials weighing 20 to 30 pounds or more.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

FLSA status: Exempt	Description: Rev. 8/13, 7/15
---------------------	------------------------------