



Job Description

Job Title: Supervisor II,
Student Accountability Systems
Pay Grade: 46S
Job Classification: Exempt

Supervisor: Director II, Accountability

Position Code: 1E19 or AE19

Contract Length: 245 Days

Job Summary

Position is responsible for organizing, implementing, and supervising division-wide student accountability programs. Position manages the daily operations of the student assessment system (SOLAR), consults with staff in the development of local assessments; analyzes and reports assessment results; evaluates the program; prepares a budget; and develops related in-service activities. The position develops and interprets policies and procedures relating to high school graduation requirements compliance and transcript compliance. The position supervises the distribution and collection of the annual Federal Impact Aid survey and the triennial Census survey. The position is responsible for the completion of the U.S. Civil Rights Report.

Essential Duties

1. Supervises all facets of the SOLAR student assessment system.
2. Serves on special committees related to testing and assessment services as necessary. Supervises the accounting program and reporting of the financial affairs of the school division, implements procedures for budget control and development or reports for the School Board and federal and state departments of education.
3. Supervises the administration of the annual Federal Impact Aid Survey; the triennial Census, and prepares the U. S. Civil Rights Report.
4. Interprets policies and procedures relating to high school graduation requirements compliance and transcript compliance; serves as the eSIS liaison to ensure the graduation requirements and the student transcripts meet state compliance requirements.
5. Serves as a standing member of the Research Authorization Committee.
6. Researches successful practices by other school division and current trends in education
7. Models nondiscriminatory practices in all activities.

Other Duties

1. Attends meetings of the School Board and prepares such reports for the School Board as requested by the Director II, accountability or other appropriate administrator.
2. Performs any other related duties as assigned by the Director II, Accountability or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess a Master's degree in education, statistics, mathematics, or a related field and considerable related experience in the field of educational accountability to include experience in a supervisory

capacity; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a comprehensive knowledge of the principles, practices, regulations, and current issues in educational accountability. Must possess the ability to organize and supervise the operations of large scale census surveys. Must possess a demonstrated ability to consult with others in the development of local academic assessments; analyze, interpret, and present student assessment results; and advise personnel on how to use results in improvement efforts. Must be computer literate and possess a working knowledge of personal computer applications to include Microsoft Office. Must possess excellent organizational, analytical, supervisory, and communication skills. Must possess the ability to establish and maintain effective working relationships with school administrators, staff, and the public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received : Director II, Accountability.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor II, Student Accountability Systems will be required to follow any other instructions and to perform any other related duties as assigned by the Director II, Accountability.. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____