



NEW: 07/01/2019  
 Submitted: 06/11/2019

JOB TITLE:	MANAGER TESTING
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	IV GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3038
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to District and school staff in the areas state assessments and accountability; provides professional development to schools and administrators; serves as the primary contact between the District and the state assessment and accountability office, identifies system-wide needs in area of assignment and determines effectiveness of assigned activities; supervises and directs the work of staff, committees and other groups as assigned.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with designated supervisor, department representatives and other staff in assessing and addressing the District's priorities and needs and in developing, reviewing and revising state assessment implementation requirements and practices as needed
- Participates in all appropriate state level trainings, data reviews and other meetings as required by the state
- Supervises and directs the work of staff, committees and task forces as assigned
- Provides professional development sessions, communications, and support for schools and administrators containing current state assessment and state accountability information.
- Conducts and supervises monitoring and certification of various data reviews and quality control processes throughout the year
- Provides technical assistance to District and school staff in all state assessments and accountability system components
- Assures compliance with local, state and federal regulations and procedures related to state assessments
- Provides trainings, training materials and communications to schools on assessment regulations including the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations in the State-Required Assessment and Accountability Programs
- Assures compliance with Board Goals and Administrative Objectives related to area of assignment
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- Master's Degree or higher with area or major in area of assignment
- Three (3) years of successful experience in area of assignment

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Kentucky teacher certification
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Kentucky certification in supervision and/or administration
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Successful experience in area of research methods and strategies
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Experience in a diverse workplace
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