

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Director of Assessment and Accountability

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: To facilitate the implementation of the state assessment program, including the coordination of training, materials, district-level support, and investigations. To ensure the security of state assessment materials and results. Collaborate with district staff and outside personnel as needed to develop, implement, and evaluate assessment programs in order to increase accountability ratings at all campus schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSA policies and administrative regulations.

1. Oversee all aspects of the district assessment program.
2. Develop and submit district test security plan to the Nevada Department of Education annually; review and revise plan as needed.
3. Provide guidance to all schools for the development of their campus test security plans based on each's staffing and special case circumstances where applicable.
4. Develop and communicate to schools an annual district testing calendar showing dates when all assessments are to be administered.
5. Provide annual training and ongoing support to site administrators and school test coordinators to assist in implementing all required testing at their respective schools.
6. Set expectations regarding best practice in assessment in order to maximize increases in accountability indicators across applicable indicators and measures.
7. Monitor state and federal regulations related to state and federal assessment programs, including, but not limited to: Brigrance, MAP (NWEA), SBAC, Science CRT, ACT, NAA, WIDA ACCESS & WIDA Alternate ACCESS, NAEP, and CTE.
8. Coordinate state and federal assessment programs, including working with technology department for electronic testing and ordering materials, pre-registering students and managing the distribution and collection of secure and non-secure testing materials.
9. Collaborate with other departments in order to ensure the successful implementation of the state assessment program for specialized student groups (e.g., EL, SEN, etc.) that may require additional accommodations or modifications.
10. Serve as liaison between site administrators / school testing coordinators and the Nevada Department of Education (NDE) during state assessments, including problem-solving as needed.
11. Ensure data integrity as related to state and federal testing systems, including transmission of student registration files, receipt of student results data files and secure transfer of assessment results to appropriate data systems (e.g., Infinite Campus, Bighorn, etc.).
12. Manage information portals and data uploads related to state assessment program and Nevada school accountability star rating system.
13. Maintain processes for state and federal testing irregularity and incident reporting that includes investigations as warranted by district, state or federal officials.
14. Advise Superintendent and other stakeholders of student assessment results and campus and district accountability performance.
15. Provide assistance to site administrators and campus/district leaders to support data disaggregation and analysis associated with state and federal programs.
16. Provide resources and materials to support campus/district staff in accomplish student assessment and accountability / school improvement goals and objectives, including use of quality tools, charts, surveys, qualitative and quantitative analysis and research-based best practices.
17. Serve as primary liaison between district schools and the district and external agencies related to state and federal assessment programs.
18. Compile, maintain and file all assessment reports, records and other required documents, including mandatory reports to state and federal agencies.
19. Monitor state and federal legislative processes for potential impact to assessment and accountability systems and proactively communicate to district stakeholders.
20. Attend mandatory and essential assessment training and webinars related to different components of the state assessment program.
21. Develop the District Performance Plan (DPP) in order to align articulated district improvement goals with

identified needs as measured by the Nevada School Performance Framework (NSPF) accountability/ star rating system.

22. Provide guidance, support and direction to site administrators regarding development of School Performance Plans (SPPs) in order to align articulated annual campus improvement goals and objectives with identified needs as measured by the Nevada School Performance Framework (NSPF) accountability/ star rating system.
23. Support site administrators to ensure compliance with all state and federal reporting.
24. Monitor the Nevada Accountability Report Card website and provide training to site administrators and staff as needed regarding the Nevada School Performance Framework (NSPF) and Alternative Performance Framework (APF) rating systems, rules and protocols.
25. Ensure compliance with state regulations pertaining to the district discipline plan, including school discipline plans, discipline hearing panels, suspension appeals, and discipline reporting.
26. Other duties as assigned by Superintendent and/or work supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of state and federal expectations (including NRS) pertaining to school improvement, discipline, and assessment.
2. Ability to assist in the development, implementation, and evaluation of district and school plans.
3. Ability to work effectively with multiple constituencies.
4. Excellent communication, organization, and presentation skills.
5. Ability to prioritize and manage multiple tasks and projects.
6. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Recognizes and reports hazards, conforms to safety standards as prescribed.
9. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
10. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Master's degree from an accredited college or university and demonstrated knowledge regarding curriculum, educational issues, mandates, and trends that affect student achievement, teacher effectiveness, and school management
2. Successful administrative experience
3. Minimum of five (5) years certified experience in a school system, including at least three (3) years of classroom teaching

Licenses and Certifications:

1. Valid Nevada Department of Education Administrative and Teaching license with endorsement(s) related to administrative assignment
2. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSA Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

11/3/23
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____