

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Director of Accountability, Student Achievement and Technology

This position is X exempt or non-exempt

PRIMARY FUNCTIONS:

- Provides leadership in the development, implementation and coordination of K-12 curriculum, instruction and assessment
- Coordinates the state and division assessment programs, to include disaggregation and analysis of school and division-wide testing and instructional data
- Provides leadership in long range planning, staff development and direction of activities related to the use of technology (computer hardware, software and associated peripherals) to facilitate the teaching/learning process and to increase efficiency and productivity

MINIMUM QUALIFICATIONS:

- Postgraduate professional license with an endorsement in school administration
- Building level administrator experience required; experience as a building principal preferred
- Demonstrated, in a public school system, professional knowledge necessary for working effectively with school personnel and members of the community
- Considerable knowledge of current changes and developments in curriculum, instruction, and educational technology

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to anticipate organizational needs, initiate action and lead effectively
- Solid knowledge of Pre-K-12 curricula and VDOE Standards of Learning
- Robust knowledge of effective instructional pedagogy, including assessment of and for learning and the integration of educational technology
- Skilled in providing adult learning experiences for professional development
- Ability to analyze, interpret and make recommendations based on various data using technology and appropriate presentation media
- Strong verbal and written communication skills
- Professional and personal characteristics necessary for working effectively with children, parents, school personnel and members of the community
- Strong organizational and management skills
- Proficient in the use of productivity software and appropriate technology devices

GENERAL PERFORMANCE RESPONSIBILITIES:

- Serves as the Division Director of Testing (DDOT), managing all PCPS testing programs (federal, state and local)
 - Coordinates and assists in implementing the state assessment programs throughout all division schools
 - Assists in the planning and implementation of division assessment programs

- Assists in the construction and evaluation of classroom and division-wide assessment instruments
- Provides administrators with results of data desegregation and analysis in a useable format
- Works with Information Services to develop and enhance data analysis tools
- Provides administrators and teachers with training in the implementation of assessment programs
- Responsible for division-wide data analysis to inform instructional practices
- Coordinates the development of Pre-K-12 curricula
- Manages the instructional materials adoption process
- Leads specialized programs, to include
 - Adult Education
 - Gifted Education
 - Library Media Specialists
 - School Counselors
 - Governor's School Summer programs
 - English Language Learners
 - New Teacher / Mentor
 - Summer School and Summer Interns
- Serves as school system representative for regional instructional committees
- Provides leadership and management for the district technology programs
 - Facilitates the work of district and information technology committees
 - Manages the district technology strategic plan
 - Researches/oversees purchase of all district technology
 - Supervises district technology staff and oversees the Instruction Technology Resource Teachers
 - Develops/oversees the development of the district technology budget
 - Serves as WHRO/CII system representative
 - Acts as liaison between district and state on technology issues
- Assists in the resolution of parent concerns
- Performs other instructional tasks and assumes other instructional responsibilities as may be assigned

TERMS OF EMPLOYMENT: Salary according to School Board Pay Plan; Contract length 12 months

REPORTS TO: Assistant Superintendent of Instruction and Support Services

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of administrative personnel.

APPROVED BY SUPERINTENDENT – April 18, 2016