

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 South Perry Street
POUGHKEEPSIE, NEW YORK 12603**

**RECRUITMENT BULLETIN # 20-21-05
*UPDATE JANUARY 2021**

**DIRECTOR OF DATA, ASSESSMENT AND ACCOUNTABILITY
(Anticipated)**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

Director of Data, Assessment and Accountability (Anticipated)

APPLICATION

Candidates must complete an application available to print through the Human Resources Tab
www.poughkeepsieschools.org

QUALIFICATIONS:

Candidates must possess a Master's degree and a New York State School District Administrator (SDA), or School District Leader (SDL) certificate by the time of appointment. Candidates must have:

- Prior experience in data analysis and accountability
- Broad knowledge of modern research-based instructional techniques and teaching methods, curriculum development, program implementation and assessment processes.
- Knowledge of statutory and regulatory requirements of state and federal accountability and state assessment.
- Ability to deliver training to adult learners.
- Ability to interpret data, problem-solving, and observational skills.
- Strong organizational, communication, and interpersonal skills.
- Operate standard office equipment pertinent software applications; preparing and maintaining accurate records and performing accounting procedures.

Candidates with prior administrative experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Under the direction of the Assistant Superintendents for Elementary and Secondary Education the Director of Data, Assessment, and Accountability will support schools in the areas of data collection, data analysis, state assessments

and accountability. The Director will provide key strategic direction and project management while leading the use of data to inform and drive decisions that will lead to student success.

The Director will provide strategic, data driven problem solving support to organizational leadership while providing consultation and support to school leadership.

RESPONSIBILITIES:

The duties of the Director of Data, Assessment and Accountability include, but are not exclusively limited to the following:

Instructional and Program Management

- Advise assistant superintendents on organization issues, and student achievement based on current data and information for the purpose of ensuring accountability measures and district and school initiatives are being met.
- Develop, implement, and analyze assessments to determine learning mastery and review data to determine trends.
- Disaggregate data and create reports; and provide evaluative findings (including student achievement data) for the review of curriculum and instruction program effectiveness.
- Compiles and disseminates reports on student achievement (i.e. academic dashboards);
- Works cooperatively with school leaders, leadership teams, instructional coaches in developing and supervising the procedures for administering local and state assessments.
- Coordinate the ordering and use of all local and state assessment materials.
- Plans, improves, and oversees local and state assessments.
- Ensure district-wide compliance with federal and state accountability requirements.
- Coordinate the review, development, and revision of all procedures related to the administration of local and state assessments.
- Work cooperatively with principals in developing and supervising the procedures for administering local and state assessments.
- Provide technical assistance to district and school administrators in the areas of federal and state accountability measures.
- Support the district and individual school efforts in the implementation of state and federal accountability requirements.
- Provide evaluative findings (including student achievement data) for the review of curriculum and instruction program effectiveness.
- Assist in the preparation of the budget and administration of the budget for supplies, equipment, and facilities in the area of student assessment.
- Provide stakeholders with valuable data and information for the purpose of informing instructional practices and promoting high levels of student achievement.
- Complete assessment calendar for the School District.
- Provide accurate and statistically appropriate reports.
- Disseminate information regarding requirements of the state assessment program including test administration, security, and confidentiality.
- Analyze data including benchmark assessments, enrollment, attendance and demographic data.
- Monitor all school sites during the administration of state assessments.
- Compile, maintain, and file all state and federal reports.
- Advise and collaborate with school leaders on school and teacher level data to meet school goals and objectives

- Serve as the lead liaison with NYSED assessment and accountability staff.

Staff Development

- Plan and provide staff development for teachers, school leaders on educational trends, school-based testing coordinators on the requirements of the state assessment program and the state and federal accountability programs.
- Disseminate information regarding current requirements of the state assessment program including test administration, security, and confidentiality.

Other

- Other duties as assigned.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

SALARY: Competitive salary based on experience and benefits

EFFECTIVE DATE: As soon as possible after offer of employment

APPLICATION

DEADLINE: Open Until Filled

**SEND RESUME &
LETTER OF**

INTEREST: **Dr. Timothy Wade**
Assistant Superintendent of Administrative Services
18 South Perry
Poughkeepsie, New York 12603
cc: hroffice@poughkeepsieschools.org

***Applications may also be filed through <https://olasjobs.org/>**

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. They are also welcome to submit any additional documentation to support their candidacy. The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.