

School Improvement and Assessment Specialist A-208

Qualifications

1. Master's Degree from a regionally accredited university with certification as a Principal, Supervisor of Instruction, or Educational Leadership
2. Possess a valid Louisiana Teacher's certificate
3. Minimum of 5 years successful school experience, three years of prior experience in Title I programs preferred
4. Three (3) years as a school administrator, supervisor, district/state coordinator, or other leadership roles involving the improvement of schools and student achievement (preferred)
5. Proficient in technology
6. Experience with statewide assessment will be given strong consideration.

Reports to:

Supervisor of Specially Funded Program
Supervisor of Testing, Evaluation, and System Accountability

Performance Responsibilities

1. Provides leadership in the implementation of district-wide School Choice by identifying sending and receiving schools, identifying and notifying eligible students, and tracking the movement and academic progress of students who participate in School Choice.
2. Coordinates and facilitates student transfer with parents between sending and receiving schools and the Transportation Department.
3. Coordinates the collection, compilation, analysis, and reporting data as required by national, state, and local guidelines for School Improvement, School Choice, and Supplemental Services.
4. Administers placement tests, criterion-referenced tests, and other specialized tests that are required by the State.
5. Assists the supervisor in the administration of parish-wide State summative and formative assessments and the analysis and interpretation of the results.
6. Supports the growth and development of selected schools to enhance the continued achievement of goals established by the Louisiana Department of Education.
7. Facilitates the growth and development of the professional learning community structure within the district/schools to promote individual and organizational growth.
8. Adheres to the IPSB Internet Acceptable Use Policy.
9. Adheres to the IPSB Employee Dress Code Policy.
10. Maintains a professional stance towards others.
11. Maintains good public relations between the community and the school district.
12. Performs other duties as assigned by appropriate authority.
13. All employees are subject to drug/alcohol testing in accordance with IPSB Policy GAME.

14. Performance in this position will be evaluated at least once annually in accordance with Board policy.

Reviewed & Agreed to: _____ Date _____

Received By: _____ Title _____ Date _____