



JOB DESCRIPTION

JOB TITLE: **Academics and Assessment Manager**

Position Type: Exempt	Department: Curriculum, Instruction, & Assessment
Salary Schedule: Exempt	Reports to: Deputy Superintendent of Curriculum, Instruction, & Assessment
Salary Range: 7	Location: District Office
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Provides academic leadership to develop and guide all aspects of student academics and assessments, support implementation of instructional technology, and influence directly, and indirectly the accomplishment of the district’s educational goals through the development, planning, and implementation of curriculum, instruction and assessment as well as professional development with the overall program in DVUSD. The manager will work with CIA, IS&T and ALS to assist in defining and development, implementation and administration of a progressive secondary academic programs.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Provides leadership in the development and support of academic programs. This includes the Tech Rich Campus initiative at high school.
- Participates in ongoing review of current and proposed programs to assess their effectiveness and alignment with current district initiatives.
- Ensures assessments (i.e., PSAT, SAT, ACT, Final Exams, AP, IB, District Assessment, State Assessments, etc.) are effectively deployed, data utilized for improvement, and enhanced communication.
- Ensures secondary advanced courses (Honors, AP, IB, and Dual-Enrollment) are effectively and consistently deployed and works to help school increase student participation and success in these programs.
- Exhibits a knowledgeable, passionate, and enthusiastic commitment to continuous student improvement with a focus on the district’s instructional priorities

- Works collaboratively and effectively with faculty throughout DVUSD to provide pedagogical knowledge and support across content areas.
- Partners with the academic team involved with the planning of instructional technology resources, focusing on the pedagogical use of various instructional technologies needed for online and face-to-face course deliveries.
- Works closely with Curriculum, Instruction & Assessment Specialists and campus faculty to be a resource across subject areas.
- Aggressively pursue opportunities to learn best practices in teacher professional development through research, professional development, and other learning opportunities focused on middle and high school educators.
- Formulates and provides a professional development program designed to support faculty in the design, development and delivery of curriculum and instruction and assessment.
- Develops, coordinates, and monitors the program of instruction for subject areas and provides input to annual updates of curriculum guides.
- Assists schools in working toward and providing a multi-tier system of supports.
- Participates in relevant DVUSD policy and planning committees and meetings.
- Identifies and builds career and post-secondary partnerships.
- Serves as liaison with post-secondary institutions.
- Participates on various business, industry and post-secondary committees.
- Coordinates middle and high school course catalogs (PRAG and APG).
- Reviews all external requests for research and works with the Associate Superintendent of Curriculum to determine which ones benefit DVUSD.
- Assists with the development, implementation and monitoring of related policies and procedures in collaboration with DVUSD Senior Leadership.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions.
- Supports the values and institutional goals as defined in DVUSD's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Maintains district's NCAA course list.
- Evaluates and approve/disapproves software and Chrome apps based upon curricular value.
- Provides leadership in transcript review, credentialing and registrations processes.
- Attends ADE meetings related to the administration of state testing programs.
- Submits orders for state and college testing programs (AIMS, AzMERIT, ACT) and arranges for receipt and return of testing materials.
- Establishes and maintains security of all secured testing materials.
- Provides training related to AIMS, AzMERIT, ACT reports for administrators and district office personnel.
- Supports Student Support Services' personnel in state alternative testing related administration and materials distribution.

- Serves as LEA contact to ADE Assessment and OELAS offices.
- Coordinates the district assessment systems including teacher and staff training.
- Performs other duties as assigned.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- A strong commitment to the mission of DVUSD.
- Demonstrated significant knowledge of K-12 curriculum.
- Demonstrated knowledge of curriculum development and evaluation.
- Must possess the ability to apply various instructional design approaches to learning content and to professionally design and implement engaging and effective teaching and learning strategies.
- Must possess ability to identify user needs, analyze, and logically organize information.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to senior leadership, public groups, and/or school board.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.

- Must maintain a well-groomed appearance.
- Must have the ability to troubleshoot computer software and technology problems.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Communicates clearly and effectively.
- Demonstrates collaborative problem-solving skills.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Teaching Certificate.
- Valid Arizona Administrative Certificate preferred.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- A Master's degree in Education, with emphasis on teacher education and development, educational technology, or learning and teaching theories from an accredited college or university.
- Substantial relevant experience, minimum of four years, including an appropriate combination of teaching, supervisor, and other administrative experience.
- Candidates must have an understanding of the crucial role academic technologies play in higher education with respect to increasing student access, engagement, and success, and of current issues in online learning in general and in middle/high school in particular.
- Significant knowledge of and experience with current learning management systems and other instructional technologies.
- Experience in facilitating the integration of technology into various educational environments of DVUSD.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.

- Demonstrated effective supervisory, interpersonal and leadership skills; ability to work independently with little direction.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees.
- Experience of working effectively in a team environment with a customer service focus.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from program stakeholders.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must have the ability to spend several hours per day at a computer.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.