

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITATOR, Assessment and Accountability

QUALIFICATIONS

- Master's Degree required. Degree major in Education or Educational Leadership preferred.
- One (1) to three (3) years of school, district, or state supervisory/managerial experience in an organization of similar size and complexity preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida State Standards as related to technology, instructional materials, K-12 professional development, curriculum and instruction, assessment, and student progression.
- Knowledge of State of Florida and federal assessment and accountability programs, related laws and State Board Rules related to student assessment and school/district accountability.
- Knowledge of national, state, and local assessment programs and their impact on students and instruction.
- Knowledge of computer applications and technology related to assessment, accountability, and instructional support.
- Ability to develop and present assessment and data collection results to a variety of stakeholders.
- Demonstrate positive interpersonal skills needed to establish and maintain cooperative and effective working relationships with others.
- Ability to analyze situations accurately and adopt an effective course of action.
- Skill in problem solving and decision making.
- Effective skills in oral and written communications with a wide range of audiences.
- Skill in organization, time management, and the ability to plan, organize, prioritize, and schedule work to meet established time lines.
- Ability to communicate and work collaboratively with district personnel and the public.

SUPERVISION

REPORTS TO Director of Research and Accountability
SUPERVISES Assigned Personnel

POSITION GOAL

To provide administrative support, analysis, and reporting of results related to federal, state, and district assessment and accountability programs.

PERFORMANCE RESPONSIBILITIES

1. *Assist teachers and instructional leaders in developing measurable targets to increase student achievement, including reviewing past student performance data, anticipating possible achievement pitfalls and developing instructional resources to support school based administrators and educators in supporting continuous student growth.
2. *Assist school leadership in capturing program data, disaggregating and analyzing appropriate data, and facilitating school team in developing improvement strategies based on data review.
3. *Collaborate with district and school staff to develop subject and grade specific formative assessments, enhance and support data collection processes, and develop protocols for data-driven decision making processes at the school level.
4. *Assist district staff and school personnel in interpreting state and local student test scores, and identifying appropriate prescriptive instructional materials and techniques to improve student performance.
5. *Provide professional development, technical assistance, and support to administrators and teachers in developing standards-based assessments, including formative, and progress monitoring tests, as tools to measure student progress and acquisition of content knowledge.
6. *Serve as a coach and mentor to school-based administrators, teacher leaders, and teachers in the district in matters of instructional assessment planning and implementation.

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7. *Facilitate subject matter experts in developing district-wide standardized assessment items and forms for administration to measure content acquisition throughout the school year. Develop protocols to respond to various measurements of growth and regression in school and district-wide areas of focus using the data found in the district assessments.
8. *Support College Board initiatives (PSAT, SAT, AP) by coordinating project implementation focused on developing and facilitating instructional support at the school-based level based on annual student performance.
9. *Engage stakeholders through collaborative efforts focused on state and local standards-based assessments in order to build trusting relationships and promote high student achievement.
10. *Assist district and school-based personnel, as well as School Board members, the media, and the public with interpreting national, state, and local assessment results.
11. *Cultivate, on behalf of the district, strong and sustainable relationships with educators at the district and school levels.
12. *Meet regularly with school-based and district leadership teams to set implementation benchmarks and to monitor project status.
13. *Supervise efforts to continuously improve student achievement for all students.
14. *Develop and promote professional development in assessment and instruction for all instructional staff and PLC teams.
15. *Support and monitor school leadership teams in their roles to increase student achievement and close the achievement gap among subgroups.
16. *Serve as a liaison between the Department of Teaching and Learning and Assessment and Accountability.
17. *Work collaboratively in cross-functional teams to provide direct/indirect support and assistance to teachers, focused on improved student achievement.
18. *Assist schools to gather, analyze, and interpret individual and group test scores, from state, district, or school-based assessments, to facilitate data driven decisions and identify professional development needs.
19. *Assist schools to analyze resources and materials for effectiveness.
20. *Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.
21. Perform other duties as assigned by the Director of Research and Accountability.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment, Computers, Presentation Systems, Other Technology Devices and Personal Car.

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$65,527 - \$100,516

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 10
EEO-5 Line 44
Function Vary
Job Code 1493
Survey Code 77131

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 28, 2020

September 22, 2015

ADA Information Provided by Kelly Thompson
Position Description Prepared by Kelly Thompson