

# Director III, Assessment

## Position Details

Job Code: U7102

Reference Code: A445

Division/Unit: Assessment, Accountability, Research, and School Improvement

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for administering and coordinating large-scale assessment programs including administration, security provisions, analysis, and reporting requirements. This position is responsible for administering all districtwide assessment programs, which measure student progress, the achievement levels of challenging State academic standards, and assessments used by teachers to improve teaching and learning. Responsibilities include developing and maintaining standards for the Clark County School District's Assessment Literacy Plan, test administration and security procedures, oversight of professional learning opportunities for assessment/grading practices, and assessment competency initiatives. The individual selected for this position is directly responsible to the Assistant Superintendent, Assessment, Accountability, Research, and School Improvement (AARSI) Division, Academic Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plan, organize, and direct all districtwide assessment programs.
2. Supervise the implementation of all large-scale districtwide assessments with adherence to Nevada Revised Statutes (NRS) 390.

3. Ensure state assessment schedules, procedures, and requirements are communicated to school personnel and community members in a timely manner.
  4. Manage, monitor, and adhere to the administration and security of examinations set forth in the NRS.
  5. Direct the development of written processes and procedures to provide guidance to school staff and community stakeholders for assessment literacy and competency.
  6. Work cooperatively with other departments and divisions to plan, organize, and direct evaluation of districtwide programs regarding student assessment, upon request.
  7. Serve as a District liaison to the Nevada Department of Education (NDE) and other official community stakeholders regarding the Nevada Proficiency Examination Program (NPEP).
  8. Supervise the administration of high-quality, valid, and reliable assessments that measure student mastery of challenging state academic standards, improve the design and delivery of large-scale assessments, and better inform classroom instruction, ultimately leading to improved academic outcomes for all students.
  9. Work collaboratively with other divisions to oversee and manage the implementation of the District approved Grade Book program.
  10. Supervise the development and training of a variety of assessment topics to teachers and administrators.
  11. Collect and analyze data for presentation to District administrators, staff, and community stakeholders.
  12. Provide recommendations to the District for continual improvement of services to students for assessment purposes to drive instruction.
  13. Supervise and evaluate the performance of assigned staff.
  14. Develop and supervise departmental budget and payroll.
  15. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Ability to supervise the production and interpretation of test results.
2. Ability to gather and analyze information from a variety of sources independently.
3. Thorough knowledge of the Nevada Proficiency Examination Program (NPEP), including District formative and state summative assessments.
4. Ability to communicate clearly, both orally and in writing.
5. Ability to work cooperatively with state and District personnel, other community agencies, and parents/guardians.

6. Demonstrate a high-level of self-confidence, initiative, self-direction, and problem-solving skills.
  7. Knowledge of and background in use of various software packages, specifically spreadsheet software.
  8. Knowledge of state, federal, and local regulations and mandates regarding assessment requirements.
  9. Knowledge of District annual test security protocols, training, and tracking and security of test materials.
  10. Demonstrated ability to work under pressure, meet deadlines, and manage more than one (1) project at a time.
  11. Interpersonal skills using tact, patience, and courtesy.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university. A bachelor's degree from an accredited college or university and at least five (5) years successful experience related to the position may be substituted for the master's degree and license and certificate requirement or currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

### **Experience**

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of two (2) years contracted administrative experience in a related position.
3. Successful performance in the position held at time of application.
4. Ability to successfully complete a writing sample at the time of interview.

-OR-

5. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
6. A minimum of five (5) years' experience with professional learning, data-driven decision-making, data analysis, research design, program evaluation, accountability systems, school improvement, and curriculum review.
7. Successful performance in position held at time of interview.
8. Ability to successfully complete a writing sample at the time of interview.

### **Preferred Qualifications**

1. Advanced degree beyond Bachelor's degree from an accredited college or university.
2. Classroom and/or public school administrative experience.
3. Experience using Infinite Campus at the school and District level.
4. Demonstrated experience-using data from the District's student information system at the school and District level.
5. Knowledge of Universal Tools, Designated Supports, and Accommodations for a variety of assessments.
6. Ability to view, analyze, and present on a variety of formative and summative assessment data.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 04/13/22
- Created: 04/27/21