

George County School District

APPROVED

APR 07 2023

G C SCHOOL BOARD



Director of Assessment and Elementary Curriculum Job Description

Job Purpose

- Provides strategic leadership for district-wide student assessment and the K–5 elementary curriculum program.
- Ensures alignment of elementary curriculum with Mississippi College- and Career-Readiness Standards (MCCRS).
- Oversees the administration, security, and integrity of all required national, state, and district assessments.
- Analyzes and interprets assessment data to support data-driven decision-making and improve student achievement, particularly in foundational literacy and numeracy.
- Leads professional development efforts to strengthen instructional practices and assessment literacy across elementary schools.

Knowledge, Skills and Abilities

- Thorough knowledge of Mississippi Department of Education (MDE) rules, regulations, and ethical guidelines governing standardized testing and accountability systems.
- Knowledge of required state assessments, including administration procedures, security standards, and reporting protocols.
- Knowledge of elementary curriculum development, evidence-based instructional practices, the Science of Reading, and the Mississippi Literacy-Based Promotion Act.
- Knowledge of supervision, organization, and educational administration principles.
- Ability to manage large-scale testing programs and coordinate secure handling of testing materials.
- Ability to analyze and disaggregate multiple sources of student performance data to identify trends, achievement gaps, and instructional priorities.
- Skill in interpreting and translating assessment results into clear, actionable guidance for administrators, teachers, parents, and board members.
- Skill in mentoring and supporting principals and teachers to improve instructional practices and assessment implementation.
- Ability to plan and deliver effective professional development related to curriculum, assessment, and data use.
- Ability to prepare reports, generate data visualizations, and communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with district leaders, school staff, and external agencies.
- Proficiency in student information systems, state testing platforms, and data management tools.

Minimum Qualifications

- Master's degree or higher in Elementary Education, Curriculum and Instruction, Educational Leadership, or related field.
- Valid Mississippi Educator License with Administrator endorsement (486, 487, 488, 489, or 494).
- Minimum of five (5) years of successful elementary teaching experience; minimum of three (3) years of leadership or administrative experience in instructional programming, curriculum development, assessment coordination, or staff supervision.

- Demonstrated experience in designing, implementing, and supervising effective instructional and assessment programs.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Serves as District Test Coordinator (DTC) or primary lead for the coordination and supervision of all required state, national, and district assessments.
- Organizes, manages, and implements standardized testing across the district, including training of staff and ensuring adherence to established testing calendars.
- Ensures proper distribution, collection, documentation, and security of all testing materials in compliance with MDE guidelines.
- Provides written interpretation and analysis of assessment results for district leaders, principals, and teachers.
- Analyzes multiple sources of student data to support school improvement planning and district-level decision-making.
- Develops graphic visualizations and reports to make assessment data meaningful and actionable.
- Leads the selection, adoption, and implementation of high-quality instructional materials for elementary core subjects.
- Monitors K-3 literacy performance and supports interventions to meet promotion and proficiency requirements.
- Collaborates with school leaders and MTSS teams to ensure assessment data informs tiered instructional support.
- Plans and conducts professional development focused on curriculum alignment, data analysis, formative assessment practices, and instructional improvement.
- Supports teachers and instructional staff in developing and using assessments aligned to standards and student needs.
- Conducts site visits and instructional reviews to monitor curriculum implementation and assessment fidelity.
- Prepares and presents required reports regarding student performance, growth, and accountability to the Superintendent, Board of Trustees, and the Mississippi Department of Education.
- Assists in managing budgets related to assessment programs, curriculum resources, and professional development funding.
- Performs other job-related duties as assigned by the Superintendent.
- Limited travel to and from meetings may be required.
- Supports the George County School District Core Beliefs and Mission.

Reports To: Superintendent

Supervises: School Testing Coordinators

Terms of Employment: 240 Days

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

Employee's Printed Name

Employee's Signature & Date

Supervisor's Signature & Date