

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

**Director of Accountability, Assessment and CCMR**

**Job Description**  
July 2021

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**Reports to:** Assistant Superintendent of Curriculum and Instruction

**Term:** 226 Days

**Status:** Exempt

**Primary Purpose:** Provide curriculum leadership and support classroom teaching to ensure an aligned and articulated instructional program in the subject area assigned.

## **Qualifications:**

### **Education/Certification:**

Master's degree from accredited university (Instructional Leadership preferred)

Valid Texas teaching certificate

### **Special Knowledge/Skills:**

Knowledge of curriculum design and implementation

Knowledge and comprehensive understanding of the State and Federal Accountability Systems

Ability to interpret data and evaluate instruction programs and teaching effectiveness

Ability to interpret and evaluate data for the purpose of predicting student, teacher, campus and district performance on state and district assessments

Ability to develop and deliver training to adult learners

Strong organizational, communication, and interpersonal skills

### **Experience:**

5 years successful teaching experience in the grade level assigned

Campus or district leadership experience required

## **Major Responsibilities and Duties:**

### **Instructional and Program Management**

1. Work cooperatively with district administrators and campus principals in developing and supervising the instructional programs in assigned subject area.
2. Coordinate the ordering and use of departmental instructional aids and materials for assigned subject areas.
3. Evaluate the curriculum and instruction program effectiveness for the assigned subject areas based on evaluative findings (including student achievement data) and recommend changes as needed.
4. Disaggregate, calculate and interpret student assessment data, which will include all state assessments, state interim assessments, local benchmark assessments, and curriculum-based assessments (CBA) given by the district through-out the school year.
5. Provide data regarding projections for student growth and campus performance after each assessment.

### **Staff Development**

1. Plan and provide staff development for teachers, administrators, and staff.

2. Disseminate information and provide training regarding current research and significant developments on the state and national levels in areas assigned.
3. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation.

### **Testing**

1. Develop and implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.
2. Provide timely support for testing administrators.
3. Consult with staff to provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
4. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.

### **Analysis and Collaboration**

1. Develop and distribute statistical studies, analysis, and evaluation reports as required.
2. Work with instructional teams to analyze test data and develop student achievement goals and objectives.
3. Consult with district staff to develop, administer, and interpret evaluation guidelines and procedures.

### **Recordkeeping, Reporting, and Inventory**

1. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
2. Complete evaluation and compliance reports as required by federal and state programs.
3. Develop, implement, and maintain an inventory system to track and monitor location of test materials throughout the distribution, return, and storage process.
4. Compile, maintain, file, and secure all reports, records, and other required documents.

### **Other**

1. Develop and deliver training for district and campus test administrators to ensure that tests are conducted and procedures are consistently followed.
2. Organize logistics for scheduling and conducting all testing in the district including staffing, distribution, and security.
3. Perform other duties as assigned.

**Supervisory Responsibilities:**

Direct the work of district and campus test administrators and others assigned to conduct tests.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office and instructional equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_