



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 2/27/2024

Supervisor, Assessment Services

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administrative Building

Department Overview

The Department of Pupil Services focuses on prevention and intervention approaches in the schools and are committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The Department Includes the following teams: Diagnostic Services, Health, Assessment Services, Special Education, Attendance, School Counseling, Registration, and Student Support Services.

Job Overview

The Assessment Supervisor is responsible for supervision of district-wide assessment programs, training and supporting building-level School Test Coordinators, interpreting guidelines for implementation of assessment programs and monitoring compliance, and serving as the contact point with the Virginia Department of Education in regard to state assessment programs.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Supervises district-wide standardized assessment programs, including but not limited to the Virginia Standards of Learning (SOL) assessments, the Virginia Alternate Assessment Program (VAAP), the Virginia Substitute Evaluation Program 9VSEP), the Virginia Grade Level Alternative (VGLA), the Virginia Modified Achievement Standards Test (VMASST), English language proficiency assessment, and the Cognitive Abilities Test (CogAT) and in matters of assessment, serves as the point of contact between the school division and the Virginia Department of Education
- Interprets and monitors compliance with guidelines for the various components of the Virginia Assessment Program and follows established reporting requirements for policy infractions
- Trains and supports School Test Coordinators in implementation of standardized assessment programs and provides guidance to School Test Coordinators in regard to the participation of Students With Disabilities and English Language Learners in district-wide standardized assessment programs
- Proposes and follows through to adoption, the Standardized Assessment Calendar for the division, and works with schools to set building-level test schedules
- Supervises and evaluates Office of Assessment Services staff; drafts and manages the annual budget for the Office of Assessment Services
- Maintains division-level assessment records in compliance with the Library of Virginia Records Retention and Disposition Schedule, as well as local policy and division-level reporting responsibility for the SAT

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree in education, assessment, or a related field

Experience

Five (5) years of experience in Virginia as a Division Director of Assessment, School Test Coordinator, or a similar position

Experience in staff training and supervision

Licenses and Certifications

Knowledge, Skills and Abilities

- A broad knowledge of the Virginia Standards of Learning (SOL), as well as assessment requirements for current state accreditation and federal accountability
- Excellent written and oral communication skills
- Knowledge of standard word processing, spreadsheet, presentation (PowerPoint) and e-mail software programs
Demonstrates excellent organizational abilities, productive task skills, a strong work ethic, and proven ability to meet deadlines
- Possesses leadership qualities and interpersonal skills necessary to work effectively with school personnel

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

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employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.