

EDUCATION TESTING / ACCOUNTABILITY SECTION CHIEF

DESCRIPTION OF WORK:

This is administrative and supervisory work in directing the technical and professional assignments in the design, development, and implementation of testing policies, processes and procedures for psychometrically reliable and valid educational assessments, as well as the administration of these instruments, for the statewide public schools testing program. The use of data from the testing program must be aligned with the requirement of the statewide accountability program as well as those for the federal No Child Left Behind (NCLB). The supervised work also includes the activities required to produce, print, warehouse, order, ship, score, and generate student, classroom, and school level reports for all state and federally-mandated tests with supporting documents. In addition, the position will be responsible for generating accountability reports and providing interpretive materials related to the use of the results of those tests while using methods to ensure timeliness, effectiveness, and efficiency.

Work is performed independently under the Education Research Director and is subject to review through periodic conferences, reports, and publications.

EXAMPLES OF MAJOR WORK FUNCTIONS:

Planning and Organizing Work - Demonstrated ability to develop plans to accomplish work operations. Develops strategies to meet short-range objectives of work and assists the Director in developing long-range goals and plans. Arranges and assigns work to use resources efficiently. Coordinates all administrative and technical services provided. Makes changes in operations.

Testing and Accountability Program Management - Demonstrated ability to technically oversee Section services. Develops, implements and modifies standards of practice for work performed, in coordination with the Director. Demonstrated ability to focus on appropriate issues, consult with others, and deal with potential impact of a decision.

Human Resources Management - Demonstrated ability to participate in the recruitment, selection and discipline of staff in the Section; and ability to develop, coach, counsel and evaluate staff. Observes and assesses work; provides feedback; provides technical supervision; and plans and supports employees in career development opportunities.

Strategic Planning - Demonstrated ability to establish and commit to a course of action in order to accomplish short and long-range goals of the Section.

Business Administration - Demonstrated ability to evaluate and allocate resources as well as monitor Section budget and contracts.

NC 03552
OSP 06/07

RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities

Thorough knowledge of federal, state, and local provisions, regulations, and objectives pertaining to the evaluation of educational programs and projects.

Thorough knowledge of the principles and procedures used in educational research and methods for gathering, interpreting, and evaluating data and test results.

Ability to coordinate and relate objectives of the testing and accountability programs, in oral or written form, to state and local education agency personnel.

Ability to plan, organize, schedule, prioritize, and evaluate complex technical tasks for work group.

Ability to effectively convey psychometric and/or technical ideas and concepts in oral and written form.

Minimum Education and Experience

A Master's degree in Education or Research/Statistics and four years of experience in administration of education-related programs requiring the application of educational research and analysis; a doctoral degree in educational research and three years of administration of education-related programs requiring the application of educational research and analysis; or an equivalent combination of education and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.