

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Instruction/Curriculum

Certified

TITLE: Supervisor of Testing & Data Analysis

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrate leadership in testing, testing data analysis, statistics, school improvement, program development, curriculum integration and application of technology across the curriculum
4. Ability to
 - a. Prepare, maintain and audit complex reports;
 - b. Perform mathematical calculations with speed and accuracy;
 - c. Operate a typewriter, calculator and computer terminal;
 - d. Properly apply District policies and laws in a variety of situations;
 - e. Understand and carry out oral and written instructions;
 - f. Maintain cooperative working relationships with school personnel, administrators, students and parents.
5. Training in statistics, testing, data collection and data analysis
6. Ability to plan, organize and administer a district level professional development program
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Assistant Superintendent/ Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL:

To provide leadership in the collection, analysis and use of test data in order to improve the content and delivery of the district's K-12 curriculum.

PERFORMANCE RESPONSIBILITIES:

Curriculum and Instruction

1. Works with principals, department heads, subject matter specialist and teachers to use test data to improve the content and delivery of the school curriculum.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs in order to correct deficiencies in curriculum that have been identified by analysis of testing data.
3. Provides leadership in the development of the K-12 instructional program and achievement of the New Jersey Learning Standards and district goals and objectives
4. Assists in the implementation of the district's in-service education program for the instructional staff, specifically concerning the use of test data to identify student learning deficiencies and to improve academic outcomes.
5. Participates in the work of county, state and national curriculum study organizations and groups concerning use of test data to improve curriculum and learning.

Supervisor of Supervisor of Testing & Data Analysis (continued)

6. Recommends to the assistant superintendent/ designee services the addition of new courses, grade placement and credit allowance, and graduation requirements for assigned areas;
7. Assists individual teachers and groups of teachers in the implementation of Response-to-Intervention RTI in order to improve instruction and learning.

Reports

1. Produces curriculum bulletins, guides or directories to be distributed to the staff as requested.
2. Prepares reports on test results of individuals, classes, grade levels, school and the district, including use of graphs and charts to make results understandable, reports will often include conclusions and recommendations for action.
3. Contributes sections to reports such as annual reports required by the NJDOE and US Dept. of Education, assembling and accurately analyzing test data in a timely fashion in order to meet reporting requirements and deadlines.

Meetings and Committees

1. Schedules and organizes meetings in order to improve horizontal and vertical continuity and articulation by use of test data to plan the instructional program and support services for special education pupils and other students with special needs. Participates as assigned in IEP meetings to contribute information and analysis of individual tests results.
2. Meets on a regular basis with department chairpersons and subject area, special area, special area and guidance directors for the purpose of using test data to guide the implementation of the district curriculum.
3. Assists in the administering of testing.
4. Makes determinations such as reasonable accommodations under a student's IEP during test taking, in order to assist teachers in administering tests and to ensure the integrity of test results.
5. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by the building principal and/or central administrative staff.

Constructive Interaction with Staff

1. Cooperates with the school counseling services director, principals and staff in the use of test data to plan the instructional programs and support services for special education pupils and other students with special needs. Participates as assigned in IEP meetings to contribute information and analysis of individual test results.
2. Meets on a regular basis with all department chairpersons and subject area, special area and guidance directors for the purpose of using test data to guide the implementation of the district curriculum.
3. Assists in the administration of testing.
4. Makes determinations such as reasonable accommodations under a student's IEP during test-taking, in order to assist teachers in administering test and to ensure the integrity of test results.
5. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.

Information and Resources

1. Maintains a reference library on testing and test data analysis for the use of the staff and collaborates with principals and teachers. Stays current with information and NJDOE guidelines.
2. Secures and makes available to the staff samples of various testing series and software
3. Recommends acquisitions of testing software to the Superintendent for adoption by the board of education.

Supervisor of Supervisor of Testing & Data Analysis (continued)

4. Keeps abreast and interprets to the staff the current research in the area of testing and analysis of test data to improve teaching and learning.
5. Maintains the confidentiality of individual student test results
6. Maintains the security of district records
7. Performs other duties as may be assigned by the superintendent.

Other

1. Assumes responsibility for reviewing and evaluating results of district wide testing programs, and for other evaluative measures used in schools.
2. Works diligently to maintain the integrity of the district's testing program, including investigation of information such as erasure data that can indicate problems in test data integrity.
3. Creates and implements a system that provides a secure chain of custody for testing materials in order to maintain the integrity of the testing program and test results.
4. Assists in the development and coordination of the sections of the budget that pertain to the use of test data to improve curriculum and instruction.
5. Shared services, as assigned, provides assistance to other districts in testing and the use of test data in order to gain inter-district efficiencies of operations.

TERMS OF

EMPLOYMENT: 12-month employee, salary and work year as set by the PAA collective bargaining agreement.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville Board of Education

Date: April 20, 2021

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school s
N.J.S.A. 18A:16-2	Physical Examinations; Requirement
N.J.S.A. 18A:25-2	Authority Over Pupils
N.J.S.A. 18A:25-4	School Register; Keeping
N.J.S.A. 18A:26-1	Citizenship of Teachers, Etc.
N.J.S.A. 18A:26-1.1	Residence Requirement Prohibited
N.J.S.A. 18A:26-2	Certificates Required; Exception
N.J.S.A. 18A:27	Employment and Contracts
N.J.S.A. 18A:28-3	No Tenure for Noncitizens
N.J.S.A. 18A:28-5	Tenure of Teaching Staff Members
N.J.S.A. 18A:28-8	Notice of Intention to Resign Required
N.J.A.C. 18A:37	Discipline of Pupils
N.J.A.C. 6A:7	Managing for equality and equity in education
N.J.A.C. 6A:8	Standards and assessment
N.J.A.C. 6A:9	Professional licensure and standards

Supervisor of Supervisor of Testing & Data Analysis (continued)

See particularly:

N.J.A.C. 6A 9:3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-11.6 Supervisor
N.J.A.C. 6A:9B-13 Acting administrators
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2.1et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1et seq. Components of teacher evaluation
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq