

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Administrative
Posting Dates: April 22, 2021 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Assessment Director	8.0 hpd/248 Days	Knox – K-12 Teaching & Learning
<p><i>All interested applicants should apply at http://www.edjobsnw.org</i></p> <p><i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i></p> <p>Salary: \$126,946.00</p>		

Position Summary:

This position is responsible for the overall leadership of the school district’s testing, assessment, diagnostic, and accountability program services. The leader in this position is the primary supervisor for coordinating, gathering, distributing and sharing key performance metrics and indicators aligned to the district’s Strategic Plan.

Responsibilities include implementation of the districts’ comprehensive assessment system that includes state and district assessments as part of our multi-tiered system for supporting student success. This leader also (a) responds to requests for research and program evaluation; (b) supervises the staff assigned to the assessment team, as part of Teaching & Learning; identifies, gathers and maintains longitudinal data needed for decision-making including the interpretation and reporting of those data, and improving technical advice to school and district leaders.

Supervision and Controls over the Work:

The leader in this position serves under the supervision of the Chief Academic Officer. This position is responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of management goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Major Duties and Responsibilities:

- **Planning and Programming:** Oversees all district student assessment and diagnostic programs, including national, state, and local testing systems; advises the Superintendent’s Cabinet, support teams, and building leadership on the use of data for school and district improvement planning and determination of best practices. This includes supervision of planning and implementation of programs for student assessment, using a wide variety of forms, aligned with the District, State, and National Standards. Acts as primary district liaison with the Offices of the Superintendent of Public Instruction (OSPI) regarding all technical elements of administration of state assessments, district testing, and interpretation of results and advises the district and schools accordingly in order to increase student achievement for all student

subgroup. Supervises the identification and consideration of research issues, including the development and implementation of large and small-scale programs. Determines the most effective methods for data collection, analysis and reporting; employs expertise to develop effective assessment tools. Designs and implements district training for use of software and evaluation instruments including but not limited to databases, questionnaires and surveys. Ensures the proper communication of complex information regarding assessment data to principals, teachers, and parents. The leader in this position will establish procedures and work with staff in assessing instructional programs in relation to instructional objectives and curriculum services.

- **Program Supervision:** Conducts analysis using multiple measures for a data-informed and results-driven approach to decision-making, with a focus on prioritizing student learning and outcomes across student groups. Collaborates with District Administration to ensure operational program evaluation systems are in place where needed. Oversees the development, administration, interpretation, and coordination of the districts' assessment program formative development K-12 testing for all areas. Supports central office administrative personnel in the preparation, analysis, and interpretation of (1) district-wide statistical data and (2) Lessons Learned audit/program evaluation reports, as required. Provides partnership and leadership to schools with the implementation of the National, State and district assessment programs; monitors implementation of assessments and annually communicates Lessons Learned that will inform continued implementation. Collaborates with fellow district leaders to ensure data analysis and reports are clear, concise, and useable to administrators, teachers, families, and community members.
- **Financial Management and Strategic Planning:** Assists with development of, and administers programs, within approved budget parameters.
- **Continuous Improvement for Learning:** (1) Oversees the District Improvement Plan (DIP). The leader in this position will audit existing practices across departments in relation to DIP progress monitoring, reporting, and impact; based on Lessons Learned and communicated, the leader in this position will collaborate with Cabinet Members to design, develop, and implemented updated, learning-focused continuous improvement practices specific to DIP action planning and monitoring. (2) Manages and partners with the Executive Directors for Elementary and Secondary Education directing district work on annual School Improvement Plans that clarify and focus the work of school staff on the improvement of student achievement through the use of continuous improvement practices that span across (a) tiers alongside (b) both social emotional and academic data within MTSS. This will involve auditing existing practices and, based on Lessons Learned from partnerships with Principals and other educators in the field, establishing and maintaining accountability system to measure continuous improvement across serves as the foundation for the district's Outcome Monitoring Process and school improvement initiatives.
- **Equity:** Partners with fellow district and school leaders to assure that all areas of assessment, data collection, disaggregation, analysis, data usage and evaluation throughout the agency for the purpose of alignment towards the equity goals. Partners with the Chief Academic Officer to ensure (1) assessment data, (2) research plans, and (3) program evaluation/audit processes are considered through a student-centered, equity lens when partnering with stakeholders on the development and implementation of the District Improvement Plan, School Improvement Plan, and other data-informed and results-driven plans intended to impact student outcomes.
- **Professional Development:** Partners across all departments and schools to coordinate and facilitate aligned Data Literacy, Assessment, Data for Impact, and Continuous Improvement Practices professional development for principals, certificated educators, classified educators, district administrators, and district certificated educators. At the student level, professional development will span across (1) tiers alongside (2) both social emotional and academic data within MTSS. Within the realm of Continuous Improvement,

data are expected to align with Local, State, and Federal expectations for multi-metric accountability in support of OSD Student Outcomes.

- Program Direction: Maintains knowledge and awareness of best assessment practices including but not limited to large-scale district assessments and other performance assessments. Serves as a liaison between the district and outside agencies in the development, coordination, and reporting of data related to instructional improvement. Coordinates all research projects conducted in district schools by outside individuals or agencies and makes recommendations regarding the ethics and appropriateness of such research. Participate in various district committees. Conducts staff development classes/activities in areas of expertise. Serves as a liaison between the district and state professional organizations, institutions of research, i.e. maintains a positive working relationship with OSPI and with the Washington Educational Research Association (WERA).
- Supervision of Partnerships & Communication: Oversees the distribution of critical assessment information to staff, families, community, students, research partners, and institutions of higher education; leads district in identifying and communicating relevant educational research, designs, organizes and conducts educational research appropriate to district. This includes establishing ongoing pathways for two-way communication between stakeholder groups and schools to inform continuous program improvement as part of the Lessons Learned protocols and processes this leader will design, develop, and implement.
- Supervision: Oversight and supervision of assessment team and personnel.
- Performs related duties consistent with the scope and intent of the position as assigned.

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

- Demonstrate knowledge of technology, or ability to readily learn technical systems, including: Skyward, Homeroom, EDS, Smarter Balanced TIDE, NWEA MAP, Schoology, Google Workspace, OSPI Report Card. Ability to learn an application such as Google Data Studio or Tableau.
- Has knowledge and understanding of the Northwest Evaluation Association (NWEA) and its Measures of Academic Progress (MAP).
- Thorough, working knowledge of current best practices in the areas of effective research and program evaluation, data literacy to inform learning-focused conversations, assessment and data literacy to inform student-centered programmatic decision-making, monitoring and reporting implementation data, multi-metric approach to accountability for student success, and effective assessment methods and techniques.
- Experience leveraging data for change within the social sector, such as in a public school system or through socially-focused grant programming
- Thorough knowledge of instruction theory and practice, including the assessment of instruction and desire to learn about the assessment and data components of the Danielson Framework and AWSP Leadership Framework to support partnerships with schools.
- Considerable knowledge of statistical analysis and related computer software.
- Excellent customer service.
- Proven ability to communicate effectively verbally and in writing, including public speaking.
- Proven ability to organize and communicate complex data to diverse audiences.
- Ability to analyze complex situations, synthesize diverse information and perform trend analysis.
- Ability to function in an environment characterized by potential for high levels of stress
- Ability to provide guidance and direction to staff.
- Ability to facilitate and promote collaborative decision-making.
- Ability to make effective independent decisions as necessary.

- Ability to manage and complete multiple high-priority projects and maintain strict adherence to time and budgetary constraints.
- Ability to establish and maintain effective working relationships with a variety of others both within and outside of the district.
- Demonstrated leadership skills.

Desired Qualifications:

- Valid WA State Administrative Credential, Teaching Credential, and/or degree in Education, preferred.
- Specialized training Statistics or Data Science at the PhD or EdD level, preferred.
- Ability to create an inspiring work environment that promotes student learning, job satisfaction and positive morale.
- Ability to develop a culture of continuous learning where open and honest contributions from staff occur with confidence and respect for others' ideas.
- Ability to communicate, cultivate cross-functional district partnerships, and collaborate with schools in support of student success is essential to this position alongside the ability to create conditions for others to succeed.

Skills, Knowledge and/or Abilities Required:

Skills to appropriately manage personnel and programs, communicate effectively, problem solve.

Knowledge of curriculum, education code, district policies.

Abilities to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/ fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

Application Procedure for out of district candidates

Apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE Olympia, WA 98506
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA

Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.