

Director of Assessment and Accountability - Duties

Responsible for:

1. Providing leadership of all accountability and testing related to PSSA, ERB, Keystone Exams, PVAAS and Every Student Succeeds Act (ESSA) requirements and test data.
2. Overseeing all aspects of ERB, Keystone Exams, and PSSA testing including the following:
 - ordering, receiving, sorting, distribution and collection of test booklets
 - returning of all testing materials
3. Serving as District spokesperson on Keystone Exams including testifying at hearings, addressing community groups and preparing related materials.
4. Reviewing all test data including SAT and AP data and sharing relevant data, in easy to understand format, with the appropriate individuals at the District, school and team levels.
5. Analyzing testing information and preparing reports to the Board and public as needed.
6. Serving as liaison for the District to the Pennsylvania Department of Education (PDE) for the Pennsylvania Value-Added Assessment System (PVAAS).
7. Participating in professional improvement plan teams.
8. Serving as administrative liaison to the Policy Committee.
9. Supervising the school counseling program including the following:
 - Supervising Staff and programs.
 - Coordinating summer workshops.
 - Providing opportunities for curriculum development, curriculum implementation and instructional improvement through information sharing with staff, coordination of workshop programs and involvement with administrative functions related to budgeting and requisitioning of materials and participation in special projects.
10. Coordinating school counseling services including the following:
 - College planning with Conestoga Student Services Department.
 - Developmental school counseling program.
 - Career Education

Other responsibilities include the following:

- Providing leadership of all accountability for Pennsylvania Department of Education Child Accounting reporting.
- Serving as liaison for complaint procedure for student discipline response for regular education students at all schools and support complaint procedure for special education students.
- Resolving residency issues.
- Providing morning and afternoon bus coverage coordinated with the business manager
- Performing such other duties and responsibilities as the Superintendent may assign from time to time.

Reports to Superintendent of Schools

Adopted: July 2008
Revised: July 2009
Revised: July 2010
Revised: November 12, 2015
Revised: September 3, 2019
Revised: October 5, 2021