



Pickens County Schools

Job Descriptions

DIRECTOR OF ASSESSMENT, RTI, & COMMUNITY ENGAGEMENT

Title/Position: Director of Assessment, RTI, & Community Engagement

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days

Reports to: Chief Academic Officer

Qualifications:

1. Bachelor's Degree or higher.
2. Three years successful classroom experience.
3. Five years successful experience at an administrative level.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Provide leadership in the implementation of community engagement programs to support student achievement and ensure the engagement efforts are aligned with goals of the system.
- Provide training to community members and families when appropriate in order to meet the needs of the district and our most challenged community members.
- Serve as a member of the system leadership team.
- Coordinate and approve district professional learning opportunities.
- Coordinate, supervise, and implement the district's assessment program as required by the Georgia DOE and/or the local Board of Education.
- Serve as liaison between the Georgia DOE, the local RESA unit, and the local BOE in matters of assessments.
- Keep abreast of changes and development in testing and curriculum by attending professional meetings, reading professional journals and other publications, and by discussing problems of mutual interest with others in the field.
- Coordinate and monitor the Georgia Accrediting process for the district.
- Coordinate and monitor the Cognia Accrediting process for the district.
- Develop and manage all facets of the Volunteer Program (determining requirements and processes) for the district that includes providing training to district and school staff.
- Facilitate the creation or revision of BOE policies based on communications and recommendations of GSBA, local BOE attorney, and/or Superintendent.
- Develop, coordinate, and manage the Response to Intervention (RTI) process and procedures for the district.
- Manage district social media page(s).

- Manage and coordinate all aspects of the Pickens County Teacher of the Year Program.
- Review current research, maintain professional memberships, and attend appropriate conferences, seminars, and related staff-development to assure a quality community engagement program.
- Manage community engagement and public relation activities for the district including preparation/dissemination of written correspondence, presentations, etc. to families and other stakeholders.
- Participate as a member of the Pickens County Family Connection collaborative.
- Serve as the school district representative on the Pickens County Chamber Youth Leadership Committee and other organizations in the community whose focus is on working with children and families.
- Perform additional duties as requested or assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt