



JOB POSTING #380 **PLEASE POST**

The City School District of Albany, New York **An Equal/Affirmative Action Employer** **An APSAA Employment Opportunity**

<u>Date of Posting:</u>	June 19, 2017
<u>Position(s):</u>	Supervisor of Assessment, Instructional Technology and Library Media
<u>Location:</u>	District Wide
<u>Salary:</u>	Competitive, per contract
<u>Effective Date:</u>	July 2017
<u>Deadline for Applying:</u>	June 26, 2017

Qualifications:

- Master's Degree
- Minimum five years teaching experience and 5 years administrative experience
- Valid NYS SAS/SDA or SDL certification

Summary:

This is an administrative position that provides leadership for development, maintenance, evaluation and advocacy of high quality instructional and assessment programs for students in the District.

Major Responsibilities and Duties:

*Other duties may be assigned.**

- Assures the development and maintenance of a comprehensive local assessment program to include screeners, diagnostics, interim formative assessments and summative assessments.
- Coordinates the administration of District, state and national assessments.
- Develops reviews, supports and evaluates the District's assessment procedures, practices and programs.
- Serves as the main contact for school based testing coordinators, principals and office staff for all assessment questions/concerns.
- Assures that state and District assessment materials are prepared for distribution, appropriate handling, and return, ensuring proper protocol for safety and confidentiality.

- Coordinates the adoption, budgeting, and evaluation of the instructional materials (textbooks, software, and instructional technology) for the Technology and Library Media departments.
- Coordinates development and maintenance of curriculum maps, materials and publications for the Technology and Library Media departments.
- Coordinates development and evaluation of instructional benchmarks for the Technology and Library Media content areas.
- Monitors curricular programs and makes recommendations for any changes to the curriculum for the Technology and Library Media content areas.
- Supports all aspects of district instructional and curriculum integration of technology.
- Represents the District in meetings and conferences related to assessment, library media and instructional technology.

Other Responsibilities:

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Skills and Abilities:

Excellent verbal and written communication skills; ability to facilitate teams; ability to work well with administrators, teachers, students, and parents.

To perform this job successfully, an individual must be able to perform each of the outlined major responsibilities and duties satisfactorily. The responsibilities mentioned are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

All applications will be accepted through OLAS

<https://www.pnwbores.org/TeacherApplication/>

Email: humanresources@albany.k12.ny.us

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

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