



Flour Bluff Independent School District Job Description

JOB TITLE: Director of CTE, Assessment, & Accountability

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Associate Superintendent for Curriculum & Instruction

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The Director of CTE, Assessment, & Accountability, under the supervision of the Associate Superintendent for Curriculum and Instruction, supervises and coordinates all state-mandated assessments district-wide. The Director of CTE, Assessment, and Accountability will plan, develop, coordinate, establish goals, and assume responsibility for all functions relating to district-wide Career and Technical Education (CTE), College, Career, and Military Readiness, and the State A-F Accountability System.

QUALIFICATIONS:

EDUCATION/ CERTIFICATION:

- Master's degree or higher
- Valid Texas Principal or other Mid-Management Certificate
- At least three years of successful campus administrative or leadership experience

PREFERRED QUALIFICATIONS:

- Experience as a District Testing Coordinator.
- Experience in an instructional educational leadership role.
- Strong knowledge of Accountability and CCMR monitoring and strategies.
- Strong knowledge of Career and Technical Education programs and Requirements.

- Working knowledge of federal and state codes governing career and technical education.
- Ability to manage budget and personnel.
- Strong organizational, communication, public relations, and interpersonal skills.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Facilitates and coordinates all state and local testing for the district.
2. Coordinates, receives, and processes various testing activities, including ordering, distributing, and preparing testing materials, overseeing testing activities at various sites, and assuring compliance with established timelines.
3. Monitors and maintains student demographic data to ensure accurate local, state, and federal reports. Monitors “adds and drops” in the student system to ensure current student data. Inputs data into computer systems and updates student files.
4. Prepares purchase requisitions and maintains reports, records, budget adjustments, memorandums, and correspondence as needed.
5. Facilitates professional development to increase school and student performance and participation in assessments, CTE, and CCMR.
6. Monitors testing to ensure all regulations and rules are followed.
7. Investigates and prepares reports for reported test irregularities.
8. Collaborates with the Director of Special Education and Principals on implementing assessments and accommodations.
9. Communicates with various departments, district school sites, and outside organizations to exchange information, coordinate activities, and resolve issues or concerns. Serves as an informational resource concerning testing information.
10. Disaggregates, analyzes, disseminates, and prepares reports for testing data and the A-F state accountability system.
11. Coordinates and monitors the Learning Management System and other required management systems for state, federal, or local assessments.
12. Supports local assessments in all content areas to analyze growth.
13. Serves as a resource person to campus principals and teachers to meet the instructional needs of students.
14. Provides testing data and information to campuses upon request.
15. Maintains security for all testing materials, related data, and confidential student information.
16. Assists in preparing student pre-identification data utilizing the district student database program for submission. Generates school site data checklists to ensure the accuracy of student information.
17. Develops a testing calendar relative to the district and shares the information with district and campus staff, the Public Information Officer, parents, and students. Coordinates with site test coordinators and personnel timelines for testing schedules and make-ups.

18. Attends meetings, conferences, and workshops to keep current with regulations and compliance issues for mandated testing. Disseminates information to test site coordinators to ensure compliance with regulations.
19. Initiates and maintains effective liaison with other school districts, local businesses, and institutes of higher learning.
20. Communicates to the supervisor the requests of institutes of higher learning and MOUs related to potential or existing partnerships.
21. Leads in administering all aspects of CTE curricular offerings, including programs of study, implementation, evaluation, and modification, ensuring that all state and federal guidelines are followed.
22. Assists in maximizing program growth and student retention through effective strategies and marketing plans in grades 6-12.
23. Ensures that postsecondary transitions for CTE students meet the specific needs of students entering the workforce, technical school, or college/university.
24. Leads the recruiting and selection of CTE employees for the district.
25. Oversees the campuses' current inventory of CTE supplies and equipment while managing the allocation and removal of resources.
26. Secures program approval at the college and state levels and ensures curricular compliance with institutional, state, and federal guidelines.
27. Develops and coordinates CTE Grants. Prepares and submits required grant applications and reports.
28. Administers the career and technical budget and ensures that programs are cost-effective, and funds are managed prudently.
29. Coordinates CTE PEIMS duties with campus and district personnel. Approves and maintains CTE PEIMS data and reports.
30. Monitors and ensures district compliance with CTE, including audits, training, and walkthroughs.
31. Develops, monitors, and maintains effective partnerships with employers and businesses in the community to provide program enhancement opportunities and on-the-job training opportunities for career and technical education.
32. Facilitates professional development to increase school and student performance and participation in CTE and CCMR.
33. Adheres to ethical and legal standards.
34. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Ability to lift and/or carry moderate weight (15-44 pounds)

Environment:

May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel.

Mental Demands:

Work with frequent interruptions, maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.