



Flour Bluff Independent School District Job Description

JOB TITLE: HS Administrator of Academics & Assessment

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 211

REPORTS TO: Principal

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Administrator of Academics and Assessment is to support district level implementation, data collection, and analysis of all aspects of state and local mandated testing. The Administrator of Assessment and Academics will work closely with the District Testing Coordinator, High School Dean of Instruction, and Counselors to ensure that student data is reported in a timely and accurate manner.

QUALIFICATIONS:

- Master's degree
- Principal certification per Texas Education Agency
- 3 years prior successful experience as a classroom teacher

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: ASSESSMENT & ACCOUNTABILITY

1. Direct testing services to meet students' needs.
2. Keep the Principal and District Testing Coordinator informed on the testing affairs of the campus.
3. Receives and implements testing instructions, guidance, policy, and updates from the District Testing Coordinator and the High School Dean of Instruction.

4. Obtains in depth knowledge and understanding of all state and district testing manuals, procedures, policies, and updates.
5. Reports to Principal and District Testing Coordinator compliance of testing procedures, results, incidents, irregularities, concerns, and communications in accordance with state and district
6. Follows all state and local testing procedures and meets all district mandated deadlines.
7. Submits all required information pertaining to state and local processes and procedures, to include but not limited to, corrective action plan items, database updates, research data.
8. Identifies, accurately orders, receives, and ensures all test material is properly inventoried, secured, and stored with limited authorized access.
9. Schedules and coordinates all campus logistics in accordance with all state and local assessments.
10. Receives and verifies test results, provides labels of test results to the Registrar in accordance with state and/or district deadlines.

ROLE 2: PERSONNEL MANAGEMENT

11. Ensures classroom environments are conducive to learning and appropriate for the physical, social, and emotional development of students.
12. Plans and facilitates relevant professional development aligned to department, campus, and district-wide initiative.

ROLE 3: SCHOOL CLIMATE & IMPROVEMENT

13. Serves as a support and resource person to the building principal(s), HS Dean of Instruction, District Testing Coordinator, and staff regarding program guidelines and student data.
14. Displays a professional image of maturity and emotional control.
15. Works collaboratively with the Dean of Instruction in analyzing campus, district, state, and national assessment data, facilitating the process of implementing data-based instructional decisions, and creating ongoing intervention strategies and student groups based on formative data.
16. Assists with the campus budget relating to departmental and assessment needs.

ROLE 4: STUDENT MANAGEMENT

17. Work collaboratively with Dean of Instruction to design targeted intervention groups based on data analysis.
18. Responds in a punctual manner to teacher/parent requests related to student needs.
19. Confers with counselors regarding student scheduling.

ROLE 5: TECHNOLOGY

20. Uses technology to strengthen the assessment process.
21. Demonstrates proficiency in the use of the school management and instructional/assessment software for students and staff in accordance with district policy and administrative guidelines.
22. Maintain databases and files as assigned by the Principal, HS Dean of Instruction, and District Testing Coordinator.

ROLE 6: SCHOOL/COMMUNITY RELATIONS

23. Develops parent information either as send-home flyers, programs, workshops, or awareness sessions.
24. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
25. Serves as an administrator at school functions and extracurricular activities.

ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT

26. Works with Principal and Dean of Instruction to train teachers on student assessment features that translate into classroom implementation.
27. Attends and actively participates in all mandatory training provided by the District Testing Coordinator related to state testing, and routinely uses that information to train all relevant campus staff.
28. Provides leadership in addressing challenges facing the profession; pursue professional development activities, disseminate ideas and information to other professionals.
29. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.
30. Exhibits punctuality and dependability in performing responsibilities.
31. Projects a positive attitude about self and professional responsibilities.
32. Adheres to state, district, and school regulations and policies for staff.
33. Adheres to the Professional Ethical and Legal Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
34. Adheres to FBISD "Hornet Points of Pride" professional district standards.

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, twisting

Motion:

Repetitive hand motions, frequent keyboarding and use of mouse

Lifting:

Occasional light lifting and carrying (under 15 pounds)

Environment:

Occasional districtwide 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.