

Job Title	Director Accountability and Assessment	Job Title Code	115921
Reports to	Executive Director Strategic Planning and Design	Wage/Hour Status	Exempt
Dept/School	Strategic Planning, Analytics, Accountability	Pay Grade	108
		Date Revised	January 21, 2026

Primary Purpose

Develop and implement districtwide accountability projection protocols and disaggregation and analysis of State and Local assessment data. Provide direct oversight of all assessment programs, ensuring test administration, test security, staff training and support, distribution and collection of test material, and full compliance with state and federal requirements for State, Local, and Credit by Examination testing. Serve as the district's official point of contact for state assessments coordinating with TEA and external organizations.

Education/Certification

- Master's Degree from an accredited university
- Valid Texas Teacher Certification
- Valid Mid-Management Certification

Special Knowledge/Skills

- Comprehensive knowledge of state and federal accountability systems, assessment programs policies, and regulatory requirements
- Expertise in state-mandated assessments locally adopted test placement measures, and Credit by Examination testing
- Proficiency in standardized test administration, data confidentiality, and test security procedures
- Strong management and leadership skills to effectively implement and oversee state, local, and Credit by Exam assessment programs
- Ability to analyze, interpret, and apply assessment and accountability data to support compliance and decision-making
- Skill in interpreting and applying policies, procedures, and regulations to ensure program implementation and regulatory compliance
- Ability to independently plan and facilitate meetings
- Excellent organizational, communication, presentation, and interpersonal skills, with the ability to communicate effectively with diverse audiences and select appropriate dissemination methods

Experience

- Three (3) years' teaching experience
- Three (3) years' experience coordinating campus level state assessments
- Three (3) years' campus administrative or district-level experience preferred

Major Responsibilities and Duties

1. Direct the administration and implementation of federal, state, and locally mandated assessment policies to ensure alignment with state and federal accountability indicators.
2. Ensure districtwide compliance with all federal, state, and local policies, rules and regulations related to assessment and accountability.
3. Monitor, plan for, and lead the implementation of changes to the state and federal assessment programs and accountability systems.
4. Coordinate the disaggregation, analysis, and dissemination for assessment and accountability data to support district and campus decision-making related to academic goal setting.
5. Coordinate, supervise, and monitor the implementation of state, local, and Credit by Examination testing programs.

JOB DESCRIPTION

6. Coordinate and disseminate information related to state, local, and Credit by Examination testing program to ensure clarity and consistency across the district.
7. Ensure district testing programs aligned with instructional goals and campus performance objectives to support improved student outcomes.
8. Ensure the accurate preparation, validation, and submission of data files for state, local, and Credit by Examination assessments by coordinating with district and state databases and campuses personnel.
9. Organize the ordering and distribution of test materials for use in testing programs throughout the District.
10. Analyze and interpret data related to state and Credit by Examination assessments to support accountability and instructional decision-making.
11. Provide guidance and support to campus test coordinators and testing teams to ensure compliance with all local, state, and federal assessment policies and procedures.
12. Prepare, review, and present assessment-related to policies, procedures, and guidance using multiple communication formats for district and campus personnel in support of testing initiatives under the Accountability and Assessment Office.
13. Lead staff to create training courses for all state assessments, and provide training in person or virtually, and monitor course completion by district/campus staff.
14. Work with district assessment owners to generate assessment protocols and ensure campus and district personnel are trained in adherence with assessment protocols.
15. Develop, implement, and monitor department processes to ensure the campus test coordinators and campuses are in compliance with state and Accountability and Assessment Office required procedures.
16. Monitor and annually survey Campus Testing Coordinators to ensure utilization of the tools being provided by the Accountability and Assessment Office to support training, schedule test proctors and students, and track test materials.
17. Investigate, document, and report testing irregularities in accordance with state assessment policies and procedures, coordinating directly with the Texas Education Agency (TEA).
18. Serve as the district's primary point of contact with the TEA and external organizations contracted to support the implementation and reporting of state assessment results.
19. Collaborate with the District technology department to communicate testing technology requirements and ensure campus systems and devices are properly updated and prepared for online testing.
20. Document, track, and monitor completion of projects and make necessary adjustments to improve performance and efficiencies.
21. Develop, implement, and maintain district policies and regulations related to departmental operations.
22. Develop and maintain a comprehensive districtwide calendar that includes all state and local testing initiatives.
23. Maintain current knowledge of state and district policies and develop internal department procedures remain in compliance.
24. Annually assess campus needs and the effectiveness of customer support related to state, local, and Credit by Examination to equitable service delivery.
25. Annually evaluate departmental processes to improve efficiency, effectiveness, and service quality.
26. Conduct an annual review the department's Administrative Reference Guide and update as needed.
27. Review department job descriptions annually with assigned staff and update biannually, as appropriate.
28. Train, supervise, and evaluate assigned staff to support departmental goals and performance expectations.
29. Develop, manage, and maintain the department's annual budget within the established parameters and ensure compliance with applicable guidelines.
30. Participate in ongoing professional development to maintain current knowledge of state assessment and accountability requirements.
31. Respond to requests for district testing information in a timely and accurate manner.
32. Represent the district on assigned committees and collaborate initiatives.



JOB DESCRIPTION

33. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Assigned Personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending.
- Work hours will regularly occur after school and may occasionally be prolonged and irregular.
- Frequent District wide and in- and out-of-state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.