



Assessment Leader

Strategic Leadership: *The Assessment Leader consistently articulates a clear vision and philosophy for teaching and learning, analyzes the school's achievement data to inform the school's curriculum and instructional practices, and collaboratively implements changes that positively affects achievement for all students.*

Collaboratively

- Acts with integrity, fairness, trust, respect, and professionalism;
- Promotes and supports the school's mission and educational philosophy, and provides leadership and vision in implementing the school's charter;
- Collaborates with the Leadership Team in planning school events including, but not limited to: New Teacher Orientation, New Family Orientation, Meet Your Teacher, Open House (January), Curriculum and Instructional-related Assemblies, Portfolio Nights, Guest Speakers, Core Value assemblies, Service-Learning Opportunities, etc.;
- Works with the Director to identify and develop positive public relations opportunities to highlight school initiatives and successes;
- Actively encourages, develops, and supports the learning community by maintaining high visibility and devoting considerable time interacting with students, families, staff and the community;
- Removes obstacles to teaching and learning;
- Participates in ongoing professional development to remain current with best practices;
- Monitors the school's ongoing performance towards its charter goals and objectives.

Instructional Leadership: *The Assessment Leader must be knowledgeable in best instructional and school practices, and must use this knowledge to support the development of meaningful and authentic assessments that are aligned with Riverview's mission, philosophy and charter;*

Collaboratively

- Develops an expertise with experiential learning, service-learning, project-based learning, social and emotional learning, reader's and writer's workshop, interdisciplinary studies, cooperative learning, environmental studies, differentiated learning, multimedia portfolios, performance based assessment, and 21st century themes and skills;
- Oversees the various assessment processes to ensure those assessments inform ongoing curricular design and instructional goals and practices;
- Supports teachers in determining and implementing effective differentiation strategies for teaching and assessing all students;
- Models and promotes respect for diversity of student backgrounds, experiences, developmental needs, and learning approaches;
- Collaborates with teachers in developing sound classroom management systems;
- Meets with parents to mediate and address concerns;
- Supports teachers in day-to-day decisions regarding student learning, discipline, and communication with parents/guardians;

- Designs and revises reporting documents (report cards, evaluation documents, etc.);
- Assists in the planning and implementation of grade cycle capstone trips;
- Assists teachers in the appropriate development of portfolios.

Independently

- Ensures successful communication with parents, teachers and students about standardized assessments including: what is being assessed; why it's relevant to understanding student growth; the dates and means of administration; and the dissemination of student outcomes when available. (MAP data, SC Ready, PASS, etc.);
- Collaborates with teachers on creating formative and summative assessment measures consistent with the vision and mission of the school;
- Sets clear and cohesive expectations for the quality and content of recurring assessments and performance measures (such as multimedia portfolios);
- Ensures teacher understanding and use of school assessments including the report card and portfolios;
- Compiles the initial draft of the school's Annual Report;
- Communicates with BCSD to ensure Riverview complies with requirements for high school credit classes (seat time, teacher certification, student prerequisites, etc) and assists teachers and middle school counselor with student placement in those classes;
- Ensures annual school testing data informs the school's curricular and instructional goals.

Human Resource Leadership: *The Assessment Leader ensures that the school is a professional learning community, and that processes and systems are in place which results in the recruitment, orientation, support, evaluation, development and retention of a high performing staff.*

Collaboratively

- Recruits, orients, retains, and evaluates a high quality instructional faculty and staff;
- Plans, leads, collaborates, and actively participates in the school's professional development activities;
- Informally observes teachers and instructional assistants regularly;
- Observes and evaluates teachers and instructional assistants regularly;
- Designs and monitors Improvement Plans for instructional staff as determined to be necessary by the Leadership Team;
- Approves appropriate professional development requests;
- Counsels and guides teachers in navigating peer to peer conflicts.

Managerial Leadership: *The Instructional Leader ensures that the school has effective processes in place for problem-solving, communicating expectations among the staff, and ensuring that all members of the Leadership Team are knowledgeable about the resources needed to meet the 21st century needs of every classroom. Effectively and efficiently managing the complexity of day-to-day life is critical for staff to be able to focus its energy on teaching, learning and improvement.*

- Carries out school policies, guidelines and procedures, including the implementation of disciplinary action for students, in keeping with Board policy; in keeping with Board policy; maintains oversight over 1 cycle and assigned integrated studies teachers including all stakeholders;
- Monitors and counsels students sent to the Leadership Team, serving detention, or in ISS; responds to teachers requesting disciplinary assistance;
- Assists with selection and purchasing of instructional materials to ensure that they are in keeping with the school's philosophy and meet the needs of each classroom and student;
- Assists in the management and organization of the Literacy Room;
- Assists with all evacuation drills and lockdown drills to ensure student safety and wellbeing;
- Substitutes for teachers in emergency situations;
- Creates class lists collaboratively with homeroom teachers to determine student placement;
- Ensures the completion and availability of emergency lesson plans;
- Collaborates with cycle teachers to determine student placement, and creates class lists to include revisions as enrollment changes;
- Performs other duties as requested by the Director.