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Director of PARCC (127)
Partnership for Assessment of Readiness for College and Careers
Accountability & Assessments Section, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Help manage Oklahoma's work in a multi-state assessment partnership to fulfill the requirements of the PARCC grant.

MINIMUM QUALIFICATIONS

- A Master's degree or higher from an accredited institution in educational measurement, educational psychology, educational research, educational leadership or a related area. *[official transcript(s) required]*
- Five (5) years of educational or instructional leadership, management, and supervision leading successful reform efforts involving educational assessments.
- Experience managing projects with multiple complex tasks that require collaboration and communication with multiple staff and stakeholders.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of design, development, and statistical characteristics of large-scale assessments and content standards (for example, Common Core) for kindergarten through twelfth grade.
- Knowledge of current issues related to state and national kindergarten through twelfth grade large-scale assessments including alignment with post-secondary expectations and end of course assessments.
- Demonstrated competence in establishing and maintaining effective communications and working relationships with professionals from other educational entities (schools, districts, states).
- Demonstrated competence in the management of multiple projects with many highly complex tasks and critical deadlines. Ability to analyze and interpret information as it pertains to assigned areas, and ability to generate written reports and presentations related to assigned areas.
- Ability to follow written and oral instructions and communicate effectively verbally and in writing using the English language.
- Ability to work with minimal supervision and direction; plan, organize and coordinate assignments; meet deadlines; and maintain a positive attitude while working under pressure.
- Ability to think analytically and logically and to use existing resources to troubleshoot data anomalies or issues to identify and implement appropriate solutions.
- Applicants must be willing and able to perform necessary job-related travel.

EXAMPLES OF WORK PERFORMED

- Assistance in the design, development, and implementation of a large-scale, comprehensive assessment system for Grades 3 through high school in English/Language Arts (ELA) and Mathematics.
- Coordinate with other states, especially states designated as "Governing States," who are part of PARCC to maintain overall project timelines and objectives and avoid duplicative work.
- Provide periodic written reports of work describing progress, barriers, and recommendations. Assist in the preparation of required progress reports to the U.S. Department of Education.
- Coordinate and facilitate meetings of contractors, Oklahoma educators, SDE staff, and other groups as needed.
- Perform other related work as required and assigned.

COMPENSATION

Annual Salary - \$50,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4966

Posted: November 30, 2012

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