



## **PLAINEDGE PUBLIC SCHOOLS**

241 Wyngate Drive  
No. Massapequa, NY 11758

**TITLE:** Supervisor of Learning, Teaching & Assessments

**QUALIFICATIONS:**

1. Valid SDA or SDL certification
2. Experience in the areas of assessment, testing, and grants

**REPORTS TO:** Deputy Superintendent  
Assistant Superintendent for Curriculum & Instruction

**SUPERVISES:** Staff as assigned by Deputy Superintendent, Assistant Superintendent or Superintendent

**JOB GOAL:** To help all students gain the most benefit from the District's educational programs

**SUPERVISION OF INSTRUCTIONAL STAFF:**

- Supervision, observation and evaluation of all NYS certified teaching aides
- Supervision, observation and evaluation of all substitute teachers
- Supervision, observation and evaluation of all district-wide coaches

**JOB RESPONSIBILITIES:**

- 1) Consults with administrators, teachers, teaching assistants and other employees to determine current and anticipated professional development needs regarding using data to guide instructional practice.
- 2) Establishes learning objectives and goals for staff training sessions involving student data monitoring.
- 3) Selects or develops appropriate training materials such as handouts, training handbooks, demonstration models, multimedia visual aids, and reference works.
- 4) Supports staff with developing their data analysis and interpretation skills and improving performance.
- 5) Serves as a resource to teachers, administrators, and other staff to identify professional literature, training materials, and training opportunities regarding the use of student data for instructional planning.
- 6) Assist in the development, organization, and distribution of documentation pertaining to the Plainedge Public Schools local assessment program.
- 7) Develop and refine school and community data collection tools as needed for instruction use.
- 8) Assist in the delivery of local assessment training to teachers, administrators, and instructional supervisors regarding the use of reports generated from local assessment data.
- 9) Assist in the development of division-wide data files for data warehousing and academic reporting.
- 10) Develop processes and best practices for instructional procedures, reports, and trainings.
- 11) Assist in the development of instructional and administrative staff training to manipulate data using various reporting tools.
- 12) Other administrative duties assigned by the Assistant Superintendent or Superintendent.
- 13) Administers and oversees the District's NWEA local benchmark assessment series.

*JOB RESPONSIBILITIES: Administrator of Learning, Teaching & Assessments (continued):*

- 14) Works collaboratively with teachers in developing or tailoring curriculum and instruction based upon analysis of district assessment data looking for trends and data points. Interpreting national, state, district, and classroom assessment results.
- 15) Training teachers/administrators in data analysis/interpretation and how to modify instruction based on the results.
- 16) Helping teachers be able to share and interpret instructional data with parents.
- 17) Provide support, training, scheduling, and coordination of the District Instructional Video Conferencing initiatives K-12
- 18) Facilitate the organization and support of the district's benchmarking testing program and other testing program processes to ensure consistency.

Provide support, data management, and user account permissions for:

1. PowerSchool
2. WinCap
3. MyLearningPlan
4. Think Central
5. NWEA
6. Castle Learning
7. FasttMath
8. School Messenger
9. Survey Monkey
10. Destiny/Follett
11. Nutrikids
12. Centris Sync
13. StaffTrac
14. Achieve 3000
15. Edline – (School Messenger Teacher Pages)
16. IXL
17. Certify
18. Aimsweb
19. Webedge
20. DataMate
21. Lexmark Scanning
22. Level 0 – State Warehouse
23. Infosnap
24. Transfinder