

PLEASE POST

Battle Creek Public Schools Job Opportunity

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Battle Creek Public Schools

Director of Assessment and Staff Development

You are invited to apply for the position of Director of Assessment and Staff Development. Battle Creek Public Schools is a progressive, urban school district. The district is implementing a 5-year educational plan and marketing strategy to improve student achievement and employee success. Battle Creek, the "Cereal City of the World," is home of the Kellogg Company World Headquarters

Posting Deadline: May 4, 2001

PRIMARY FUNCTION: The Director of Assessment and Staff Development is responsible for providing leadership in the District's efforts to continuously test, measure, assess and improve upon the performance of students. Additionally, this position develops and implements the professional development programs and opportunities offered to teachers and other staff throughout the District. Provides leadership to insure that the performance targets in the 5-Year Educational Plan, in the areas of student achievement and staff development, are attained.

RESPONSIBILITIES:

1. Collaborates with central office and field administration, the Superintendent, the Board of Education and teachers to continuously improve upon student performance within the District as measured through standardized tests, tailored tests, and other quantifiable measurements as detailed in the District's Educational Plan.
2. Collects and compiles and performs detailed analysis of data collected through testing programs and develops plans for improvement.
3. Supervises the testing and assessment function at the building level.
4. Researches, coordinates and oversees the District's professional development program for both certified and non-certified staff.
5. Designs overall professional development strategy with improvement in student performance as a primary objective and organizes and administers in-service educational programs.
6. Identifies professional development opportunities to improve upon student performance and implements programs to assure continuous improvement in such performance.
7. Oversees all committees dedicated to designing/providing professional development opportunities to District staff and assists the Assistant Superintendent of Human Resources in documentation of the programs.
8. Plans and coordinates the development and implementation of the Testing/Assessment and Staff Development budgets with the Superintendent and other departmental staff.
9. Performs other duties as directed by the Superintendent.

REQUIRED PROFESSIONAL PREPARATION AND/OR EXPERIENCE:

1. Master's degree in education, with an emphasis on statistical analysis or curriculum.
2. Three years of teaching experience.
3. Five to eight years of progressively more responsible work experience in educational administration with significant experience in statistical analysis or curriculum.
4. Excellent oral and written communication skills.
5. Excellent quantitative analysis ability.
6. Excellent computer skills.
7. Instructional leadership and successful program management skills.

DESIREABLE QUALIFICATIONS:

1. Graduate degree in Educational Leadership, Mathematics or Statistics.
2. Five years of experience as a classroom teacher.

WORK YEAR: 261 days

SALARY AND BENEFITS: \$67,901 - \$87,674 base with \$3,500 stipend for doctorate and allowances and benefits pursuant to Board of Education's policy

Applicant Needs To Provide The Following:

- Candidate Information Form (please call to request)
- Letter of application including a review of experience appropriate to the position
- Transcript(s) of degree(s) and graduate credits
- Up-to-date credentials including letters of recommendation
- Resume or other relevant information to aid the selection committee

Send credentials and letter of application to:

Mr. Larry D. Yarger
Assistant Superintendent of Human Resources
Battle Creek Public Schools
3 W. VanBuren Street
Battle Creek, MI 49017
(616-965-9468)

It is the policy of the Battle Creek Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied benefits of or otherwise subjected to discrimination in any program conducted by this educational agency.

**Battle Creek Public Schools
Battle Creek, MI 49017**

CANDIDATE INFORMATION FORM

Application for the Position of Director of Assessment and Staff Development

Applicants are requested to complete this form and return it promptly. It will be used to expedite the process of establishing your file and commencing an inquiry into your qualifications. It is NOT a substitute for the formal letter of application and complete resume which should be forwarded as soon as possible. PLEASE TYPE THIS FORM, as it will be duplicated a number of times. This application must be completed and forwarded by **May 4, 2001**.

Name: _____ Date: _____
 Address: _____ Home: () _____
 City/State: _____ ZIP: _____ Office: () _____

RECORD OF PROFESSIONAL EDUCATION

Institution	Dates	Major	Degrees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RECORD OF PROFESSIONAL EXPERIENCE (LIST MOST RECENT EXPERIENCE FIRST)

Title	Dates Employed	District	Enrollment	Salary
_____	19__ - _____	_____	_____	_____
_____	19__ - _____	_____	_____	_____
_____	19__ - _____	_____	_____	_____

Give names, titles, and telephone numbers (home and office) of three persons who have supervised you, (current and former positions):

_____	H: () _____	O: () _____	Ext. _____
_____	H: () _____	O: () _____	Ext. _____
_____	H: () _____	O: () _____	Ext. _____

Confidential papers are on file at: _____

The undersigned herein grants permission to the Battle Creek Public Schools to request personal and employment references and confidential records of employment from those listed and certifies that he/she can, and will upon request, substantiate all statements made on this application, that such statements are true, complete to the best of his/her knowledge and are made in good faith.

I understand that any misrepresentation of this information shall be cause for denial of employment and, if employed, for dismissal.

_____ Date _____ Signature of Applicant

Please return this form to:

**Larry D. Yarger
Battle Creek Public Schools
3 W. Van Buren Street
Battle Creek, MI 49017**

**Phone: (616) 965-9468
Fax: (616) 965-9474**