

Accountability & Assessment Organizational Chart

EXECUTIVE DIRECTOR

(240 Days)

- District Test Coordinator (*PASS, HSAP, EOCEP, CogAT, STAR, ELDA*)
 - Report Card / AYP Coordinator
 - District Strategic Plan
 - School Renewal Plans
 - Maintain & Update Testing Databases
 - Princeton Review SAT/ACT Prep
 - Intra District Transfers
 - Out-of-County Transfers
 - Affidavits

Administrative Secretary / Student Records Specialist

(240 Days)

- Archived Student Records Management
- State Testing Training/Materials Management (*PASS, HSAP, EOCEP, CogAT, STAR, ELDA*)
- Prepare Annual Standardized Testing Indicators
- Assist with Intra District Transfers & Affidavits
 - Call Pilot (*Voice Mail*) Management
- Maintain department budget & absences
 - Fixed Assets Liaison