

## Greenwood School District 50 Position Description

### **POSITION TITLE: Director of Evaluation**

Department: Instruction/Human Resources  
Reports To: Assistant Superintendent for Instruction

**SUMMARY:** Directs an ongoing evaluation program for all employees to meet the needs of district, schools, and individuals for professional growth, provides support to assistant principals, and leads other instructional endeavors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Coordinates annual staff evaluations.
- Coordinates appropriate classroom observations of teachers using an approved instrument and assists with evaluation of annual and provisional contract teachers.
- Coordinates as necessary the training of designated employees to administer and implement the district's teacher evaluation program and procedures.
- Serves as a primary coordinator and consultant in developing or selecting, administering, interpreting and reporting the district's teacher evaluation program and procedures.
- Assists in maintaining adequate records of employees' evaluation results.
- Coordinates the district substitute program.
- Coordinates the district's annual strategic renewal process.
- Reviews and approves recertification suggestions.
- Serves as the administrator of the Shared Leave program.
- Serves as the district liaison for National Board Certification.
- Serves on district, consortium and statewide committees.
- Mentor assistant principals
- Coordinate and support Genesis personnel
- Complete all paperwork associated with the Personalized 180 Program
- Supervise the HomeSchool program and evaluate credits accordingly
- Serve on disciplinary panels as needed
- Perform all duties associated with Act 155.
- Assist with recruitment events.
- Assists the Executive Director of Human Resources with employee meetings and other duties as needed.
- Performs other duties as assigned by the Assistant Superintendent for Instruction

**SUPERVISORY RESPONSIBILITIES:**

Supervises the Secretary of Evaluation.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Master's Degree with related work in personnel evaluation, and strategic planning. Valid S.C. Teachers certificate. Minimum of five years of successful experience as a classroom teacher. Such alternatives or additional qualifications as the Board may find appropriate or acceptable.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication in a variety of formats or styles. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand and walk. The employee is frequently required to talk or hear. Specific vision abilities required by this job includes close vision, and ability to adjust focus. The employee is regularly required to meet deadlines with severe time constraints and interact with the public and staff in addition to meeting multiple demands from several people. The employee is frequently required to work irregular or extended work hours.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job descriptions is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.