



ASSISTANT DIRECTOR OF ASSESSMENT

JOB POSTING

Role: Assistant Director of Assessment

Location: Charter Institute at Erskine

Location: In Office 5 days a week

Start Date: July 2026

GENERAL STATEMENT OF JOB

The Assistant Director of Assessment has the responsibility of working with the school testing coordinators to support the Charter Institute at Erskine (Institute) Schools. As a representative of the Institute Team, the Assistant Director of Assessment will collaborate with the South Carolina Department of Education (SCDE), the Institute Staff, and Institute schools to facilitate and coordinate essential services for implementing state and local student assessments as well as coordinating assessment trainings for improving instruction and increasing student achievement. This position has the responsibility of working with the parts of accountability, such as analysis of state assessment results, data meetings, graduation rates, and school report cards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the scheduling and administration of group tests of aptitude, achievement, language proficiency and academic skills.
- Manage test security, coordinate verification, and oversee student test administration and the coordination of all logistics, including organization of assessment materials, distribution, scheduling, and returning state testing materials.
- Maintain Enrich with all current testing data pertaining to assessments impacting State Accountability.
- Oversee the development of local assessments for core subject areas, ensuring that each assessment meets Institute standards.
- Serve as an initial point of contact for Institute staff regarding state assessment policies and procedures while ensuring state and federal compliance.
- Work cooperatively with Institute Staff to assist in the collection of longitudinal data on student groups, individual students, and assessment practices to improve student achievement.
- Assist in identifying needs for innovative assessment and accountability programs and manage the purchasing/order processes as schools implement assessment programs.
- Disseminate and interpret required state assessment reports, communicating assessment progress, needs, and changes to key stakeholders.
- Develop and implement a system of archiving assessment data and maintain all site-based data in electronic databases while monitoring recordkeeping procedures and data files for accuracy.
- Coordinates assessment activities for improving instruction and increasing student achievement.
- Assist Institute staff in integrating formative assessment practices in schools and individual classrooms.
- Assist and facilitate training on assessment software, developing assessment items, data analysis, implementation of findings, and making instructional decisions based on the results of assessments.
- Ensure the department webpages reflect the most current and accurate information.
- Be the liaison between Institute schools and the SCDE.
- Perform additional related duties and fulfill responsibilities as assigned.



NON- ESSENTIAL DUTIES AND RESPONSIBILITIES

- Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, trainings, etc. Overnight stays may be required.
- Performs other duties and responsibilities as assigned

MINIMUM QUALIFICATIONS

- Valid South Carolina Teaching Certificate is required.
- Three or more years of teaching experience required.
- Two or more years of PowerSchool experience preferred.
- Experience with administration of state assessments preferred.
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook.

CORE COMPETENCIES:

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintains confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Ability to thrive in a fast-paced work environment.

MOBILITY:

Primarily sedentary, able to sit for long periods of time

PHYSICAL REQUIREMENTS:

Ability to speak, see and hear other personnel. Ability to communicate both in verbal and written form. Capable of using a telephone and computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

ENVIRONMENTAL CONDITIONS:

- Usual Office Setting (8 am to 5 pm – Monday through Friday)
- Availability to attend occasional evening or weekend events as needed

AFFIRMATIVE ACTION (AAP/EEO STATEMENT)

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DISCLAIMER

This job posting is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.