

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** Director of Assessment and Support Services

**EFFECTIVE DATE: 7/2025**

**DEPARTMENT:** Catholic Schools Office

**LEVEL:**

**POSITION SUMMARY:**

The Director of Assessment and Support Services serves as a representative of the Catholic Schools Office of the Archdiocese of Cincinnati to principals and teachers of the archdiocese. Responsibilities include guidance and support for assessment, use of assessment data, and guidance for schools in the area of Accommodation Plans, ELL Learners, RIMPs, MTSS, RTI, Exceptional Education, and the Jon Peterson Scholarship.

**CREDENTIALS & EXPERIENCE:**

The role of the Director of Assessment and Support Services requires the following skills and experience for the position: Minimum of Bachelor's degree, Master's degree preferred; prior service in a leadership position in a Catholic school preferred; demonstrated strong public relations skills, including verbal and written communication skills; ability to work collaboratively in a complex organizational setting; proficiency in communication technologies; knowledge and experience with Exceptional Education, MTSS, RTI, RIMPs, and the Jon Peterson Scholarship. Must be a practicing Catholic with a personal faith commitment.

**REPORTS TO:** Deputy Superintendent for Leadership and Licensure

**DUTIES & RESPONSIBILITIES:**

- 1.\* Provides guidance, support, and assists with coordination and implementation of the assessment, and special education programs of the Catholic schools of the archdiocese.
- 2.\* Provides guidance and support to school administrators and teachers as they implement Accommodation Plans, MTSS, RTI, and related initiatives within their school community.
- 3.\* Coordinates and leads teams in the collection and analysis of data from diocesan wide assessments.
- 4.\* Supports the protocols and processes to maintain the database of academic achievement data, including, but not limited to, rostering and timeliness.
- 5.\* Coordinates and monitors all Archdiocesan standardized assessment programs (e.g., i-Ready Diagnostics, MAP Growth, Iowa Assessments and CoGAT.)
- 6.\* Serves as a resource and advisor to administrators and testing coordinators for state required assessments.
- 7.\* Supports, in consultation with the Leadership and Licensure team, professional development for all areas of the Leadership Framework.
- 8.\* Serves as a resource and advisor to administrators and teachers regarding Special Education and the Jon Peterson Scholarship.
- 9.\* Provides support for the implementation of the Jon Peterson Scholarship and provides support for compliance with state requirements.
- 10.\* Collaborates with the Licensure and Leadership team to assist school leaders using assessment results in the OCSAA process.
- 11.\* Visits schools regularly to support administrators and/or teachers, as needed by the schools, or requested by the Deputy Superintendent for Leadership and Licensure.

