

Curriculum & Instruction – State of Division Report

Division:	<u>Curriculum & Instruction</u>
Department:	<u>Evaluation Services</u>
Department Head:	<u>Corbitt R. Bell</u>

Staffing (08/09):

Cost Center Numbers for employees (list all that are applicable) 4411

	Number of Employees
Total Department:	<u>4</u>
Admin	<u>1</u>
Prof / Tech	<u>0</u>
Instructional	<u>0</u>
ESP	<u>3</u>

Budget Summary (without personnel) (08/09):

General Revenue Budget:	<u>\$73,200.00</u>
Federal Project Budget (specify)	<u>NA</u>
State Project Budget (specify)	<u>NA</u>

Department Summary:

1. Scope of Operations

Provide specifics / facts about department; major responsibilities

- A. Coordinate the district's administration of statewide assessments;
Ordering, receiving, distribution and return shipments of testing materials
Training and support for school testing coordinators
- B. Assessment data reporting;
Processing and reporting of assessment results at all levels.
(District, School, Teacher)
Manage and coordinate data uploads to electronic database systems.
- C. District and School Accountability reporting as related to student performance.
Reconcile student and assessment data with FLDOE for School Grades and AYP
Publish (web) annual Sourcebook of performance data for district / school
- D. Web based software support (user and data);
Assessment results (aggregated and disaggregated)
Progress monitoring
Assessment creation
Curriculum mapping
Locally developed applications (Medicaid, social worker, map, etc.)

- E. District Scanning Operations;
 - Development of scanning and scoring applications
 - Pre-Id demographics on score sheets
 - Design and order data collection forms
 - Provide data reports to schools and district staff
 - Processes student assessment results into district student information systems

- F. Web Site Resources (secure and non-secure)
 - Test materials and schedules
 - Performance data
 - Assessment results

- G. Merit Pay
 - Develop and implement the methodology, programs and statistical tables to distribute Merit Pay allocation according to district/state approved plan

2. Recent Efficiency / Cost Reduction Initiatives (08/09)

Provide list of general revenue budget cuts and other cost reduction strategies currently being implemented

- A. Staffing vacancies;
 - Director of Evaluation Services (indefinitely)
 - Elimination of (2) student workers
- B. Cost reduction;
 - Utilization of recycled toner cartridges
 - Elimination of Stanford 9 testing
 - Placement of Yearly Source Book online (no printed copies)
 - Otis Lenon scores sent electronically
 - Recycle testing boxes and ancillary materials for dept and school use

3. Successes (last 4 years – 2004 – 2008)

List major accomplishments for department for the past 4 years

- A. Web Based Resource Center;
 - Develop a department web site
 - Develop a multi-volume source book
 - Develop and/or implemented numerous web based reporting systems
- B. Chart Implementation;
 - Raised the level of departmental services district wide
- C. Security & Efficiency
 - Improved the efficiency and security handling materials while the volume of standardized testing increased

4. Department Short Term Goals (to be accomplished by the end of 2008 – 2009)

Each department should include some part of CHART implementation

Short term goals should be measurable;

A. Customer Service;

Maintaining the level of customer service with a decrease in staff and funds

Measurable by department surveys and feedback from visitors, staff and district

GroupWise emails.

5. Department Long Range Goals (specify time line)

Discuss what the department would like to accomplish in the future

A. Training;

Cross training department personnel in other staff responsibilities - 09-10 school year

Provide on – site training (mini workshops) for school staff for department services

09-10 school year – Contingent on available staff

B. Reduce labor intensive reporting tasks through programming and technology.

(e.g. Simulation results, sourcebook) 1-2 years

6. Major Challenges for Department

A. Space Accommodations;

Lack of adequate space for processing and storing testing materials – Need all materials in one location and a larger space to facilitate operation

B. Staffing;

Re-staff department to meet needs

C. Technology;

More efficient equipment, software and additional training for staff