



Fremont Union High School District

Position: Coordinator of Data and Assessment

Work Year: 216 days

1. QUALIFICATIONS

- A. Credential: Required – Valid Administrative Credential, Secondary Administrative or General Administrative Credential
- B. Education: Required – B.A. or B.S.
Desirable – M.A. or M.S.
- C. Experience: Required – Experience in school wide data and assessment
Desirable – Previous administrative experience
- D. Personal Qualifications: Character, personality, social interaction skills for working with staff, students, parents, community groups, agencies, and organizations; ability to interact effectively with a diverse student and staff population; understand and work effectively with people from different cultures.

2. GENERAL RESPONSIBILITIES

Under the direction of an Associate Superintendent, the coordinator plans, develops, and supervises the data and assessment needs throughout the district. The coordinator will provide for compliance with State and Federal regulations and work within the policies and regulations of the Fremont Union High School District.

3. DUTIES AND RESPONSIBILITIES

- A. Provide administrative leadership to the district wide testing program so that schools are supported to conduct testing efficiently and according to state requirements, including:
- California Assessment of Student Performance and Progress (CAASPP)
 - English Language Proficiency Assessments for California (ELPAC)
 - Advanced Placement (AP) Exams
 - World Language Placement Tests
 - Physical Fitness Testing
- B. Provide school leadership teams with the student performance data they need to conduct continuous improvement processes and complete their school plans and accreditation reports.
- C. Work with site administrators, Department Leads, Principals and Directors to oversee the updating of course descriptions and assignment of credit to ensure:
- consistency with policies and practices district wide,
 - accuracy of materials for use in communications with staff, parents and the community,
 - and coordination with Guidance Counselors and Career/College Advisors.
- D. Manage data reporting and storage.
- E. Coordinate work of the District Office Data Team.
- F. Perform other duties as assigned.