

JOB DESCRIPTION

San Diego County Office of Education

Coordinator, Assessment, Accountability and Evaluation

Purpose Statement

The job of Coordinator, Assessment, Accountability and Evaluation is done for the purpose/s of coordinating an assigned program and related activities for assessment, accountability and evaluation services; providing information to others; and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Collaborates with others to support the local implementation of California's System of Support model by coordinating and participating in continuous improvement efforts for locally identified LEAs and charter schools (e.g., Differentiated Assistance process, ESSA Comprehensive Support and Improvement (CSI).
- Collaborates with others to support the implementation of California's Multi-Tiered System of Supports (MTSS) by coordinating and assisting LEAs, charters and schools in aligning initiatives and resources to address the needs of all students.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates assessment and/or evaluation program components, support needs and materials for the purpose of meeting District and site and/or program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. Assessment data for school districts, services to impact instructional practices and inform decisions at school sites district and county levels, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed and comply with Federal funding guidelines.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Plans and facilitates professional learning opportunities for the purpose of meeting district needs around assessment, accountability and evaluation.
- Prepares a variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to School Districts and SDCOE (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting and improving program, gaining feedback, sharing results and complying with established internal and external requirements and controls.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Travel as required (county and state)

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying assessment instruments; classifying data and/or information; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; assessment instruments and techniques; business telephone etiquette; codes/laws/rules/regulations/policies; and program evaluation.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelor's degree in job-related area.

Required Testing

Certificates

CA Administrative Services Credential

Driver's License

Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background

Clearance

Proof of physical examination including TB
Screen

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 45

Established: October 11, 2016

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Approved by: _____



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