

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**District Advisor, Assessment, Accountability and Evaluation**

**Purpose Statement**

The job of District Advisor, Assessment, Accountability, and Evaluation is done for the purpose/s of directing assigned programs and services for academic achievement; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

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**Essential Functions**

- Serves as liaison between California Department of Education and local education agencies (LEA) throughout the state for the purpose of supporting English learners and Title III compliance and accountability.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs
- Directs and oversees development and use of data monitoring system(s) for the purpose of understanding current student, school and LEA outcomes, determining what supports and services are needed, developing recommendations and serving as liaison for internal and external users of monitoring system(s).
- Facilitates and participates in a variety of meetings (e.g. professional learning, workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of developing and implementing a data culture to support equity and systems of support for LEAs, charters and schools.
- Collaborates with internal personnel and LEAs to identify targeted areas of need for underrepresented student groups and developing proactive systems of support for LEAs, charters and schools.
- Facilitates and supports the implementation of California's System of Support including technical assistance, differentiated assistance and intensive intervention (working alongside LEAs and their schools to identify key challenges and opportunities; develop a systemic approach tailored to locally identified needs and strengths; and engaging with local educators and communities as part of decision making.)
- Oversees the monitoring of Federal budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Develops plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

### **Other Functions**

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

### **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: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use 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 standardized 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 a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly 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. This job is performed in a generally clean and healthy environment.

**Experience:** At least four (4) years of experience as a coordinator/director in an educational setting in educational research, program evaluation, measurement and assessment. Job related experience within a specialized field is required.

**Education:** A Master’s degree in education, education administration, or other closely related field.

**Equivalency:** A combination of education and experience equivalent to a Master’s degree in education, education administration, or other closely related field and at least four (4) years of experience as a coordinator/director in an educational setting in educational research, program evaluation, measurement and assessment.

**Required Testing**

N/A

**Certificates**

Valid CA Administrators Credential  
Valid Teaching Credential  
Valid CA Driver’s License

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Proof of physical examination including TB Screen

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 52

**Established:** 11/2018

**Revised:**