

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, Assessment, Accountability & Evaluation

Purpose Statement

The job of Senior Director, Assessment, Accountability & Evaluation is done for the purpose/s of directing, planning, coordinating and overseeing standards-based assessment and accountability activities; coordinating the County-wide efforts to manage data related to accountability reporting; and providing professional learning and technical assistance to administrators and teachers in County schools and districts.

Essential Functions

- Collaborates with other district personnel (e.g. County Office administration, school district officials, education leaders, etc.) for the purpose of explaining State and Federal accountability systems.
- Compiles data related to instruction, State and local assessments, accountability plans and resource alignment for the purpose of determining school district needs relating to CAASPP results interpretation and the impact of services on student achievement, balanced assessment system development, assignment design, and achievement gap analysis.
- Conducts and attends a variety of meetings for the purpose of serving as a member of committees related to assigned activities and presenting professional development workshops related to alignment of State and Federal assessment requirements.
- Develops and implements professional learning programs for the purpose of promoting professional growth that addresses instruction, balanced assessment, accountability plan and resource realignment to state standards and mandates.
- Directs department operations in the maintenance of services and the implementation of new services and/or processes (e.g. centralized and customized services that support formative and summarizes assessment practices, measure the impact of services/supports on student achievement, accountability reporting, etc.) for the purpose of providing leadership and support for services to districts to ensure compliance with related requirement as well as local assessment needs.
- Facilitates County-wide networking of school districts for the purpose of exchanging strategies and data analysis related to CA content standards and assessments, maintaining current understandings related to State and Federal requirements and accountability reporting.
- Interprets the California Assessments of Student Performance and Progress results for the purpose of analyzing student performance data on new state standards testing and recommendations for methods of instructional improvement and development of tasks that address these standards.
- Manages a variety of program components, materials and support needs for the purpose of coordinating and supervising assessment and accountability activities for County schools and districts.
- Monitors budget allocations, expenditures, fund balances and related financial activities for assigned programs and multi-year projections 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 administrative functions (e.g. interviewing, hiring, counseling, training, supervising, evaluating, providing professional development opportunities, disciplinary actions,

recommending transfers and terminations, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

- Prepares and maintains a wide variety of complex materials and reports (e.g. narrative and statistical reports, records and files related to assigned activities, forecasting trends, etc.) for the purpose of documenting services, meeting compliance requirements, making presentations, providing written reference, and providing supporting materials for requested actions.
- Researches a variety of topics (e.g. methodology, current practices, forecast trends, report writing and presentation, instrument design and administration, etc.) for the purpose of developing new programs, determining the effectiveness of current educational programs and ensuring compliance with regulatory requirements, securing general information and responding to requests.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements Other Functions: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, 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: applying assessment instruments; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records; conducting meetings; counseling and mentoring employees; planning and managing projects.

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: personnel processes; and pertinent codes, policies, regulations and/or laws; k-12 assessment and program evaluation; principles of adult learning, professional development, administration and supervision; research methodology; and accounting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often 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; analyze 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: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data; adapting to changing work priorities; working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes 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: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: Master's degree or higher in education or related field and five(5) years increasingly responsible experience in a related field, including three(3) years of related experience, including experience in a school site and district leadership, professional development, educational assessment and program evaluation. Possession of or eligibility for possession of a California Teaching and Administrative Services Credentials.

Required Testing

Certificates

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 Range: Certificated Management Grade 53

SLT Approval Date: October 11, 2016