

JOB DESCRIPTION

Title:	Coordinator of Student Achievement, Performance Management and Program Evaluation	Reports To:	Director of Teaching and Learning	
Department:	Educational Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	225	
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input checked="" type="checkbox"/> Certificated Coordinator		<input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist <input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860	

GENERAL SUMMARY OF DUTIES

Under the direction of the Director of Teaching and Learning, the Coordinator of Student Achievement, Performance Management, Program Evaluation will manage (a) implementation of the state and district student assessment system, (b) performance management for all district initiatives, programs, and district office service delivery and (c) professional development to support staff implementation of assessments and use of data and (d) implementation of program evaluation projects. Maintains current and accurate databases of all data generated from assessments and evaluation of programs. Assists all staff in use of assessments and data to support data-driven decision-making to improve teaching practice, student performance, and program functions. Oversees development, administration, and evaluation of district and state assessment programs. Assists with data collection, analysis, and presentation required for district and site compliance reports and strategic plans. Communicates regularly with all stakeholders regarding performance management data, assessment and evaluation requirements, results, and implications.

DUTIES OF THE JOB

- Establishes and maintains clear communication and cooperative working relationships with teachers, staff and administrators through announcements, publications, e-mail, telephone communication and attendance at meetings.
- Coordinates regular meetings to provide ongoing support.
- Keeps informed of developments and updates on district procedures related to areas identified under “Duties and Responsibilities” or others as assigned.
- Assists site administrators in utilizing data for evaluation of programs and staff.

1. District Student Assessment System Implementation

- Manages planning, implementation, and use of District Assessments (formative and summative).
- Trains all staff as needed to coordinate and deliver summative and formative assessments.
- Creates end-user assessment resources and written documentation as needed.
- Coordinates access and evaluation of assessment resources aligned with state standards.
- Coordinates assessment of training needs and provides professional development on assessment tools, strategic use of data and other software applications in collaboration with Coordinator of Professional Development and Literacy, TSA in Instructional Technology and Technology Services.
- Develops a process of teacher input and feedback for the selection, implementation and evaluation of assessments and assessment tools.
- Manages and maintains the district’s computerized achievement data system (Measures and others to be determined).
- Keeps current on recent developments in assessment technology, practices, and research and determines how best to incorporate new methods into the district assessment system.
- Coordinates the development of student performance metrics for Local Control and Accountability Plan.
- Serves as the District’s designated custodian of student assessment records and maintains all student data in accordance with applicable statutes and policies.
- Assists in development of comprehensive professional development plans for integration of assessments in curriculum and instruction.
- Assists in accessing and evaluating assessment resources aligned with state standards.

2. Performance Management

- Supports the Assistant Superintendent in the continuous development of a Program Management System that promotes AUSD being a great place to work, the importance of quality of service to students and families, efficiency of our departments, and staff professional growth.
- Continuously ensure the usability and effectiveness of the School Update and Progress Reports (SUPRs) and reviews results to support needs-based allocation of resources at the district level.

- Coordinates the district's 10 Steps to Success analysis and reporting process to evaluate progress towards college and work readiness.
- Manage, implement, and report the results of district scorecard evaluation in coordination with Technology Services.
- Coordinate School Accountability Report Card (SARC) information gathering and submission.
- Works with Director of Teaching and Learning to support site principals, staff and committees to use assessment data to guide instructional improvement efforts based upon student assessment data and program evaluation.
- Develops and presents regular reports to the Board of Education summarizing assessment and evaluation results to support the Board's decision-making
- Assists school sites with use of assessment data in their Single Plans for Student Achievement (SPSAs).
- Collects data and prepares reports related to the State and District assessment program as required by legal mandate, district policies, or as determined to be of use by the superintendent of schools (includes all federal reports, Local Education Agency (LEA) Plan, Local Control and Accountability Plan (LCAP)).
- Assists site administrators in utilizing data for evaluation of programs and staff.

3. Program Evaluation

- Develops, implements and evaluates instructional improvement programs for intervention to ensure AUSD focuses on closing the achievement and access gaps and improves achievement for all students (e.g. RtI, PARI).
- Develops, implements program evaluation for teaching and learning initiatives.
- Supports Educational Services colleagues to utilize data in design and delivery of professional development in District instructional and school leadership activities and programs.

4. General

- Establishes and maintains clear communication and cooperative working relationships with all staff and community members through appropriate communication channels and attendance at meetings.
- Maintains regular written communication to administrators and staff regarding District assessment plans, performance management program, and program evaluation.
- Maintains all portions of district website(s) relating to assessment and program evaluation.
- Keeps informed of developments and updates on district procedures related to areas identified under 'General Summary of Duties,' 'Duties of the Job,' and 'Knowledge and Skills.'
- Supports selection of core texts and supplemental materials.
- Coordinates meetings as needed to provide support to staff.

KNOWLEDGE AND ABILITIES

- Working knowledge of latest versions of Microsoft Office Suite, Microsoft Windows and AUSD student achievement databases, maintaining current working knowledge of subsequent versions of these software titles.
- Analyzes assessment data and communicates it effectively to various audiences
- Supports the practical uses for technology integration that promotes use of data in teaching and learning.
- Familiar with K-12 Common Core Standards.
- Keeps abreast of Smarter Balanced Assessment Consortium (SBAC) assessment trends.
- Understands effective practices related to curriculum design, instructional improvement and staff development.
- Understands components of an effective Performance Management System, Program Evaluation, and Student Assessment Program.
- Good organizational and time management skills.
- Interpersonal skills using tact, patience and courtesy.
- Works quickly and accurately with attention to detail.
- Works well under pressure.
- Communicates and interprets technical issues clearly and effectively to all users of educational software programs.
- Communicates assessment procedures and requirements to users.
- Communicates effectively both orally and in writing.
- Establishes and maintains cooperative working relationships with those contacted in course of work.
- Analyzes situations accurately and takes effective action.
- Demonstrates experience in the use of assessment and technology in the classroom as well as in educational planning.
- Develops and provides professional development workshops.
- Works effectively with teachers and administrators.
- Initiates, schedules and carries out a complex and diverse work plan.

EDUCATION AND EXPERIENCE

- Valid California Teaching Credential.
- Administrative Credential (or eligibility for administrative credential).
- Ten (10) years teaching experience preferred.
- Three (3) years of experience using educational assessments in a K-12 environment.
- Experience in Performance Management Systems and Program Evaluation.
- Masters degree or coursework equivalent (recommended but not required).

SUPERVISES

- Classified office technical support and classified employees responsible for assessment duties at school sites and across the district.

PHYSICAL REQUIREMENTS

Frequency Key: None (1); Occasional - up to 25% of shift (2); intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs.	2
Twist	1		Lift/carry 11-25 lbs.	2
Squat	1		Lift/carry 26-40 lbs.	1
Kneel	1		Lift/carry 41-100 lbs.	1
Climb	1		Stand	2
Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	2		Perform Repetitive Hand Motions	3
Use Left Hand	2		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

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