



JOB DESCRIPTION

Position Code: 326
Management Group: SJAA
Salary Range: 22
Work Calendar: 003
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POSITION TITLE: Assistant Director, Assessment, Evaluation and Planning

DEFINITION: Under direction of the Director, Continuous Improvement/LCAP, assists in the research and assessments efforts related to the improved academic outcomes for all students and refinement of data-informed district culture; works directly with internal and external stakeholders on related district initiatives; coordinates data collection, storage, organization and assists in monitoring progress related to the district accountability plan (LCAP) and California school dashboard.

DIRECTLY RESPONSIBLE TO: Director, Continuous Improvement/LCAP

SUPERVISION OVER: Research Specialist and other certificated and classified personnel as assigned.

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Assists in the analysis of all district, staff and federal assessments to school sites and district staff, the board of education, parents, and the community.
2. Coordinates and evaluates all pre-approved external research projects conducted on behalf of the district.
3. Assists in the programmatic and technical aspects of implementing and reporting on the district's accountability plan (LCAP) and California state dashboard coordinator for the district.
4. Coordinates all district-level surveys including the analysis of results and the reporting of the data to school-site administrators and district leadership.
5. Remains abreast of applicable federal and state laws, rules, regulations, and procedures regarding state assessments and federal and state accountability for school districts.
6. Provides support and consultative services to site administrators with identifying and implementing appropriate assessment tools/strategies, accessing and interpreting data/evidence from state and local measures, utilizing assessment data/evidence, and in the development of assessment tools for student progress on grade-level and course standards.
7. Coordinates the reporting of all district wide standardized group testing programs; provides consultative services for district personnel using standardized group tests.
8. Collaborates with district staff to plan for, conduct, analyze and report on evaluations of programs or project effectiveness.
9. Provides technical assistance to the district charter renewal team on annual goals, measurable student outcomes and student progress measurement section of the charter petitions.
10. Provides technical support to school and district staff on accessing and interpreting student-level and aggregate data using internal and external sources.
11. Ensures all reportable data provided by the district to applicable federal and state agencies, including CALPADS and Civil Rights data submissions, is accurate.
12. Ensures School Accountability Report Cards (SARC) are accurately completed and submitted timely in accordance with state deadlines.

13. Maintains the district data, assessment and reporting systems to ensure valid and reliable information for district and school-site staff.
14. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to a Master's degree ~~Graduation~~ from an accredited college or university; emphasis in mathematics, research-related or education-oriented field is preferred; possession of a valid California Administrative Services credential is preferred; Progressively responsible experience, preferably in an administrative capacity in a K 12 educational setting conducting program evaluation, program assessment, and design/development/measurement of student academic progress.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of state and federal data and accountability requirements for districts
- Knowledge of statistical techniques
- Knowledge of data collection, analysis and reporting procedures
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in use of computers and assorted software programs
- Skill in designing and conducting research studies and identifying alternative courses of action
- Ability to generate written reports and present data and/or analytical findings via verbal presentations
- Experience facilitating groups
- Ability to use software programs and technology in applied research including statistical analysis, data collection and data migration
- Ability to work effectively with all levels of district staff and the community
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to analyze situations and adopt an effective course of action
- Ability to analyze and resolve problems with tact and diplomacy

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Sufficient physical mobility to move about the district and drive a car
- Physical mental, and emotional stamina to endure long hours under sometimes stressful conditions

- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 2/13/1973
Revised: 6/3/1985
Revised: 5/24/1988
Revised: 12/10/1991
Revised: 4/23/1998
Revised: 7/1/2000
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Revised: PENDING BOARD APPROVAL