

## **JOB DESCRIPTION**

**TITLE:** Senior Director III, of Assessment and Evaluation

**CLASSIFICATION:** Certificated or Classified Management

**REPORTS TO:** Assistant Superintendent Educational Services

**DESCRIPTION:** Plan, organize, and direct the educational assessment services of the district; provide data and interpretation to support decisions related to the improvement of instructional programs; supervise and evaluate the performance of assigned personnel.

### **PERFORMANCE RESPONSIBILITIES:**

Works directly with the Senior Director of Curriculum and Staff Development to conduct research and evaluation activities.

Collects and disseminates research as needed by schools, departments, cabinet, Board of Trustees, and the California Department of Education.

Coordinates the district-wide testing activities and provides reports to the parents, staff, Board of Trustees, and the community.

Provides data and assistance to special programs within the district such as special education, English language learners, GATE, and summer school.

Develops specific data for use by sites for improvement of programs and for reports to the local school communities.

Organizes and monitors the development and scoring of the district writing samples, class-size reduction assessments, and the proficiency testing program to ensure validity and consistency.

Provides inservice and technical assistance to school administrators and teachers in the areas of test taking skills, interpretation of results and performance improvement.

Disseminates test results and pertinent information to the Board of Trustees through the superintendent and to district and site administrators, staff and parents.

Coordinates the development and completion of the School Accountability Report Card (SARC) on an annual basis.

Assists the district curriculum committees to link performance assessment with design of curriculum.

**PERFORMANCE RESPONSIBILITIES (CONT'D.):**

- Coordinates the completion of the CBEDS on an annual basis.
- Assists in the development of content standards, benchmark assessment activities, performance based assessment, and the development of reporting systems to parents in core curricular areas.
- Assists schools and educational services staff in collecting data required for grant applications and for other purposes as needed.  
  
Evaluates performance of assigned staff.
- Performs other duties as assigned by the Senior Director of Curriculum and immediate supervisor.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Planning, organization and direction of the educational assessment services of the District.  
  
Laws relating to testing, assessment, and evaluation.  
  
School site needs and issues.
- The instructional program (frameworks, standards).  
  
Software programs appropriate for the disaggregation of assessment data, with the capacity to format assessment results in a variety of report formats.  
  
The development of multiple measures of student achievement.  
  
Budget preparation and control.  
  
Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and objectives.  
  
Policies, objectives and terminology of assigned programs.

Ability to:

- Communicate effectively both orally and in writing.
- Plan, organize and administer the assessment services of the district.

Provide data and interpretation to support decisions related to the improvement of instructional programs.

Interpret, apply and explain rules, regulations, policies and procedures.

- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Work with district and site administrators and teachers to obtain goals.

- Work collaboratively in a team setting to complete tasks.

**QUALIFICATIONS:**

- Proper California Administrative Credential and/or a minimum of three (3) years of management experience, and five (5) years experience working with school districts.

Demonstrated leadership and organizational abilities.

- Meet district standards for physical and mental health.
- Masters degree, doctorate preferred.
- Knowledge of schools, ability to work with certificated management.

**TERMS OF EMPLOYMENT:** 220 days, Management Salary Schedule