

BUENA PARK SCHOOL DISTRICT

COORDINATOR OF ASSESSMENT AND ACCOUNTABILITY

DEFINITION

Under the direction and general supervision of the Director of Student Programs and Staff Development, the Coordinator of Assessment and Accountability, shall be responsible for the development and analysis of data collection and reporting systems; oversee the development of a wide array of assessments including district created formative and summative assessments; lead, provide information, and technical assistance about state assessments and accountability systems (CAASSP/SBAC); provide professional development to district and school leaders and staff; build the capacity of districts to implement and use local assessment and accountability systems to improve instruction and student achievement. The coordinator consults with Educational Services staff to identify, district needs and priorities in order to make recommendations impacting the LCAP and LEA goals based on analysis of student achievement of English Learners, Social Economically Disadvantaged students, Homeless students, GATE students, and Foster Youth students. In addition, the coordinator assists in the organization and administration of assessments and meets with district leadership teams, principals, and teachers regarding analysis and evaluation of information from assessments.

EXAMPLES OF DUTIES

General

- Perform a variety of responsible, complex technical duties to coordinate with site and district schedules and communications to ensure efficient and accurate administration of large group testing for students
- Maintain awareness of state testing requirements and ensure the district remains in compliance
- Communicate with students, parents, and staff regarding testing dates
- Models professional and ethical standards when dealing with students, parents and community

Training, test prep, & security

- Order and coordinate delivery and return of test program materials and maintain mandated records related to testing events
- Direct preparation and organization of testing materials for distribution, collection and required accounting/security measures
- Ensure security of all testing materials at all time
- Attend workshops, job-related training, and meetings related to administration of State testing procedures and ensure the district has all necessary testing materials and adheres to testing deadlines
- Provides testing administration guidelines, best practices and data to principals, teachers and admin
- Plan and implement high quality trainings for all test administrators
- Develop and implement trainings related to assessment, including proctoring procedures, test-readiness, data-driven instruction

Testing & scheduling

- Ensure standardization of testing practices across all sites
- Plans and coordinates all levels of standardized testing
- Coordinate district wide benchmark assessments and interventions
- Coordinate administration of state required and internal assessments
- Work with site leaders and other administration to plan for individual assessments
- Develop, maintain, update and implement district-wide assessment plan and calendar

Reporting and Analyzing

- Provide leadership and support in analyzing academic performance data to inform instruction and accountability systems reporting
- Research and compile data
- Prepare analyses and reports
- Make recommendations based on analysis of achievement or program data
- Provide testing status and data for projects

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QUALIFICATIONS

Knowledge of:

- The State and Federal educational accountability system
- Current California student assessment programs
- Formative, summative and benchmark assessment development and use
- Assessment and statistical methods used in compiling assessment results
- Strong problem analysis and problem resolution at both a strategic and functional level
- Strong organizational and proofreading skills, with attention to detail
- School policies and procedures
- School testing processes and procedures
- Modern office practices, procedures and equipment, including computer equipment and related software applications used by the district
- Record keeping techniques
- Correct English usage, grammar and spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience, diligence and courtesy

Ability to:

- Formulate, implement and evaluate effective educational programs emphasizing assessment and accountability
- Work with school principals and teachers to organize and identify general test readiness plan
- Communicate effectively and directly with the California Department of Education when appropriate and necessary
- Ensure the integrity of the administration of all assessments
- Oversee testing and review all test materials
- Continuously improve processes and procedures
- Plan and organize work flow to create assessment procedures, schedules, tables
- Research testing procedures and deadlines
- Maintain and update assessment calendar
- Communicate, both orally and in writing, with staff regarding testing days, make-ups and training
- Plan all standardized testing periods/cycles
- Assure that district adheres to all testing deadlines
- Meet schedules and times lines
- Attend training workshops for administration of state exams
- Provide training to assessment administrators and proctors, as necessary
- Conduct staff training to facilitate assessment delivery
- Compile, store and retrieve management data and prepare reports as requested
- Prepare and process specialized forms, packets and information related to large group testing events
- Prepare and complete a wide variety of electronic files, labels, rosters, documents, records, manuals and reports related to testing events
- Interact professionally and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Maintain confidentiality
- Travel to various sites as needed
- Work autonomously as well as take direction as needed
- Operate a computer, related software and other office equipment as needed to perform assigned duties
- Perform other related duties as required and assigned

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EXPERIENCE

Minimum of five years of successful prior teaching experience elementary or secondary education; Bilingual Spanish or Korean preferred; prior experience preferred in working with diverse communities; must have training in the broad aspects of best practices and pedagogy in working with English Learners, Social Economically Disadvantaged students, Homeless students, GATE students, and Foster Youth student populations.

EDUCATION

Bachelor's degree from an accredited university. Master's degree required. Valid California Administrative Services credential or currently enrolled in a program and the process of attaining one.

WORKING CONDITIONS

Environment:

Primarily indoor environment.

Physical Demands:

Visual ability to read handwritten or typed documents and the display screen of various digital devices; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb stairs, steps, and step ladders; lift up to 20 pounds; carry up to 20 pounds; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion; demonstrate manual dexterity necessary to operate calculator, computer keyboard at the required speed and accuracy; and conduct frequent repetitive arm, hand and body motion.

DISASTER SERVICE WORKER

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Board Approved: TBD