



COORDINATOR OF ASSESSMENT AND ACCOUNTABILITY

PRIMARY FUNCTIONS:

Under the supervision and direction of the Assistant Superintendent Educational Services, the Coordinator of Assessment and Accountability provides relevant data to district and school staff from federal, state and local data sources from which state and local indicators are derived. The Coordinator of Assessment and Accountability also advises school sites on the use of formative and summative data within the federal, state, and local continuous improvement and accountability system for the purpose of improving student performance.

GENERAL DUTIES AND RESPONSIBILITIES:

- Gather statistical data and accurately prepare a variety of periodic and special reports related to program and outreach activities and their effectiveness
- Review, assess, analyze and input data to develop recommendations to inform modifications to instructional practice
- Assist in the design of student assessments and manage the administration of various assessments
- Plan, coordinate, and supervise assessment activities
- Assist in designing benchmark assessments that are highly correlated and predictive of current state and federal assessments
- Provide technical assistance in interpreting data and data analysis
- Coordinate the progress monitoring of students at the site and District level
- Analyze, synthesize, and interpret reports from local, state, and national assessment and evaluation data as it relates to individual student performance and school improvement for use in decision-making
- Accurately compile valid data from multiple assessments to develop school and District performance profiles
- Train teachers and administrators in the understanding of data reports and ways to use data and assessments to improve classroom practice
- Attend and participate in meetings and training as assigned
- Serve on committees and attend District and County Office meetings and events.
- Participate in available and relevant professional development opportunities
- Design and conduct training sessions and site meetings related to assigned responsibilities
- Prepare a variety of assessment reports and presentations for the Board of Trustees
- Ensure District compliance with state and federal mandated testing and assessment requirements
- Monitor and review processes for state and federal compliance
- Collaborate with classroom teachers and other support personnel, when appropriate, to garner feedback on administration of formal and/or informal pupil assessments
- Other related duties and responsibilities consistent with the primary function may be assigned.

REQUIRED QUALIFICATIONS:

Education-

- Possess a valid California Administrative Services Credential; Master's Degree (preferred)

Experience-

- Five years of experience as a credentialed teacher or counselor
- Prior experience coordinating testing, analyzing data, and leading school improvement efforts

DESIRABLE QUALIFICATIONS:

Knowledge of-

- Federal, State, and Local assessment and accountability systems
- Accommodations and supports for special education and English learner students
- Federal laws, California education code, and board policy related to assessment procedures, programs, protocols
- Modern principles and practices of data analysis, assessment, and reporting
- Security protocols for administration and data collected from various types of standardized student assessments
- The achievement gap and role of equity in school systems

Ability to-

- Maintain possession of a valid California driver's license
- Understand and carry out both oral and written instructions independently
- Read, write, and communicate in English
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare assessment reports and present information to school site staff
- Operate a computer, including word processing, data management software, and student information systems
- Travel on work assignments and work additional hours during the week and/or weekend, if required
- Establish and maintain ongoing cooperative and collaborative relationships with parents, school district staff, key public agencies, advisory groups, auxiliary organizations, and other community stakeholders
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting K-12 public education at a local, state, and national level

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- See and read printed matter without vision aids
- Hear and understand speech at normal levels

- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time.
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance

WORK ENVIRONMENT:

The primary work location is a general office setting with times inside of classrooms. Noise levels in this setting range from quiet to moderate. The employee travels between school sites, classrooms, and public agency locations. The assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: 4/6/2020

Formal Review: 3/25/2020

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed