

COORDINATOR OF RESEARCH, TESTING AND EVALUATION

DEFINITION:

Under the direction of the Director of Education Technology, the Coordinator of Research, Testing and Evaluation coordinates, implements, and manages assessment, research, and evaluation projects, provides technical assistance and support to district and site staff, coordinates required state and district assessments and testing programs, provides training and information to facilitate informed decision making regarding the use of data to guide improvement of instruction, district programs and services.

QUALIFICATIONS:

Experience:

- A minimum of five years credentialed experience, with two years of administrative experience preferred
- Experience in providing technical assistance and training to school and district personnel regarding assessment and evaluation activities
- Experience in using data to impact systems, systems thinking and planning
- Proficiency in statistical analysis and the ability to interpret and present data findings

Education:

- Possession of a California Administrative Services Credential or Certificate of Eligibility for Administrative Services Credential

Other:

- Possession of a valid California driver's license

DISTINGUISHING CHARACTERISTICS:

The Coordinator of Research, Testing and Evaluation must have strong analytical skills and be able to design and conduct research, analyze data, and interpret results to make information recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under direction of the Director of Education Technology, the incumbent will:

- Coordinate with Education Services Department on the identification, implementation, and evaluation of the district's student achievement measurements
- Plan and coordinate mandated testing; develop testing schedules and instructions for testing procedures; and ensure compliance with all regulatory requirements
- Supervise the scoring of various assessments and conducts statistical analyses of results for all schools and areas of group testing conducted
- Develop and deliver professional development on the administration of assessments, use of data, and data analysis
- Coordinate with the Education Services Department to develop the annual assessment calendar for the district including benchmark, developmental, and summative assessments
- Evaluate on an ongoing basis the district's assessment programs
- Monitors dropout, graduation, discipline, and other accountability data and submits reports to the appropriate personnel and agencies
- Monitor and updates student records in PowerSchool and Illuminate
- Coordinate the collection of data needed for the LCAP and all district goals and priorities
- Conduct data collection, organization, compilation, analysis, and accurate interpretation of the findings; create and maintain assessment databases and produce data reports.
- Provide technical assistance to school personnel and district office personnel regarding assessment and program evaluation including evaluation of grants
- Work extensively with district and school administrators and staff on the interpretation and use of assessment information to improve instructional practices and help close achievement gaps
- Perform other tasks and assumes other responsibilities as may be assigned by supervisor

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- Provides technical support in various testing and information data systems including the transfer of data between inside and outside sources

KNOWLEDGE:

- California Ed Code, Office of Civil Rights policies and Federal laws
- Federal, state, and local assessments, including the application of FERPA
- Current trends, evidence based research, and best practices related to assessment, data analysis, and school accountability requirements
- Database systems, data management and Student Information Systems
- District's LCAP and related goals and priorities
- Common data programs (Excel expertise required)

ABILITIES AND SKILLS:

- Plan, develop, and conduct large-scale assessment programs and evaluation projects
- Ability to effectively assess levels of student achievement, analyze test results and prescribe actions for improvement
- Set priorities and manage multiple projects
- Develop measurable goals and objectives and evaluate progress toward their achievement
- Communicate effectively in both oral and written form to technical and non-technical audiences
- Analyze data and statistical reports, documents and records
- Plan and conduct meetings and training programs
- Effectively transmit knowledge and skill to staff
- Interpret and apply laws, rules, regulations, and policies as they apply to assessment and evaluation and student data privacy
- Develop and maintain effective and positive working relationships
- Ability to create and follow an annual budget

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff, students and the public.