



JOB DESCRIPTION

COORDINATOR OF ASSESSMENT AND ACCOUNTABILITY



Reports to:	Assistant Superintendent Ed Services	Employment Group / Salary Range:	Certificated Management
Dept:	Educational Services	FLSA:	non-exempt
Annual Work Days:	205	Formal Review Date: Board Approval Date:	6/4/24

PRIMARY FUNCTIONS

Under the supervision and direction of the Director of Educational Services, the Coordinator of Assessment and Accountability provides relevant data to district and school staff (TK-12) from federal, state and local data sources. The Coordinator of Assessment and Accountability remains up to date on Title I, II, III requirements, allowable expenditures, and maintains records for federal program monitoring. The Coordinator supports school sites with the development and implementation of the School Accountability Report Card, School Plan for Student Achievement, and assists in the development and monitoring of the Local Control Accountability Plan. The Coordinator oversees all District and State assessments, and monitors and analyzes data for the purpose of improving student achievement.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Inform and assist the Director of Educational Services to fulfill the district's vision and mission of its Strategic Plan and Local Control Accountability Plan.
- Provide information and guidance in the areas of accountability, such as Title I, II, III, SARC, SPSA, and LCAP.
- Support the development of the district formative and summative assessment plan, maintain data systems, and analyze local and state data reports.
- Assist in designing benchmark assessments that are highly correlated and predictive of current state and federal assessments.
- Collaborate with classroom teachers and other support personnel, when appropriate, to garner feedback on administration of formal and/or informal student assessments.
- Provide consultation and technical assistance to faculty, staff, parents, school districts, outside agencies and the public concerning assigned accountability areas and related programs or services.
- Coordinate and organize all state and local assessments to ensure state and federal compliance (i.e., CAASPP, EL PAC, CAA, CAST, District formative assessments) and train staff to administer state and local assessments.
- Work closely with staff to update and resolve testing issues.
- Gather statistical data and accurately prepare a variety of periodic and special reports related to federal and state programs and local and state assessments.
- Review, assess, analyze and input data to develop recommendations to inform modifications to instructional practice.
- Plan, coordinate, supervise, and provide timely reports on assessment activities

- 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.
- Facilitate District Advisory Committee meetings, serve on committees, and attend District and County Office meetings and events.
- Oversee and ensure District compliance with state and federal requirements, including Federal Program Monitoring.
- Participate in available and relevant professional development opportunities.
- Prepare a variety of assessment reports and presentations for the Board of Trustees, Cabinet, and school sites.
- Monitor and review processes for state and federal compliance
- Supervise and evaluate the performance of assigned classified and certificated personnel.
- Assign employee duties and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements.
- Resolve related issues and conflicts in a timely and appropriate manner; refer faculty, students, and staff to instructional resources as appropriate.
- Will hold confidential information received from the Ed Services department in strict confidence and will not disclose or divulge either directly or indirectly information to others unless authorized to do so.
- Other duties and responsibilities consistent to the primary functions may be assigned.

QUALIFICATIONS

Education and Experience:

- 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

Licenses, Certificates and Other Requirements:

- Valid CA Drivers License
- Maintain Auto Insurance

KNOWLEDGE, SKILLS AND ABILITIES

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

Skills and Abilities to:

- 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 AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk, stand, stoop, twist, bend over, grasp, reach overhead; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; push, pull, lift and/or carry up to 20 lbs. to waist height.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

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

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to

adjust to work schedule changes and requirements to work overtime.

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