

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Coordinator III, Instruction, Assessment, & Evaluation

QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Appropriate California Credential
EDUCATION:	<u>Required</u>	M.A. or M.S.
EXPERIENCE:	<u>Required</u>	Minimum of three years teaching and administrative service
	<u>Desired</u>	Five or more years of teaching and administrative experience; demonstrated experience with the design and maintenance of district and state assessments, instructional technology, and master scheduling.

PERSONAL QUALIFICATIONS:

Character, personality, and proper social ability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the general direction of the supervisor, the Coordinator, Instruction, Assessment, and Evaluation oversees the development and administration of standardized assessments, and the distribution of assessment data. This position provides professional development on using the various assessment systems and coordinates the development, implementation, and evaluation of the district-wide assessments. In addition, under the general direction of the Senior Director of TK-12 Education, the Coordinator will plan, organize and oversee the implementation of Distance Learning, including course selection, Master Scheduling and expansion of offerings.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Coordinator III, Instruction, Assessment, and Evaluation's job performance will be as follows:

1. The District's strategic plan for technology and digital learning will be effectively supported.
2. The integration of technology into the instructional program will be effectively supported.
3. New technology applications, and best practices and supports will be effectively supported, thus eliminating the status quo.
4. As appropriate, courses focused on incorporating the Common Core State Standards, College Board requirements, and College Career Readiness will be effectively offered and contain emphasis on the development of critical thinking, collaboration, and communication skills.
5. Collaboration with TOA staff to ensure coordination of services will be capably rendered.

6. Participation in the analysis of District and State assessment data for the purpose of guiding instruction will be capably rendered.
7. Assistance to the Senior Director of TK-12 Education, and Coordinator, Instructional Technology and Student Data Systems with district-wide assessment programs will be capably rendered.
8. User training will be provided, which may require travel to and from school sites in support of related duties.
9. Technical components of testing and assessment instruments used in the District will be effectively reviewed and analyzed, and appropriate recommendations concerning such instruments will be made to the supervisor.
10. Develop the annual assessment calendar in collaboration with instructional staff and ensure all sites are supported with timely updates and communication regarding all assessments.
11. Leading appropriate teams in developing assessment tools to measure instructional outcomes will be capably rendered.
12. Assistance to schools, departments, and staff to develop and analyze assessment data.
13. Results of District surveys and needs assessments will be capably prepared and interpreted.
14. Valid assessments that are aligned to the curriculum and State assessment blueprints will be effectively developed.
15. Quality review of assessments related to the design, validity, and alignment to the Scope and Sequence will be provided.
16. The evaluation and distribution all District multiple assessments and state mandated assessments to be used in the K-12 program will be effectively facilitated and coordinated.
17. With the support of the Senior Director of TK-12 Education, TelePresence teachers will be assisted in the procurement of instructional materials, technical assistance and general problem-solving.
18. Detailed course curricula for each class offered within the TelePresence catalog will be effectively provided.
19. Master Scheduling component of courses for TelePresence will be effectively coordinated and maintained.
20. As assisted by designated Educational Services administrators, the recruitment and/or development of TelePresence courses will be effectively accomplished.
21. School site efforts will be effectively led and coordinated as they pertain to successful participation in the TelePresence program.
22. Annual objectives will be developed and met as deemed appropriate by the supervisor.
23. Other duties assigned by the supervisor will be effectively accomplished.