

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Director, Assessment and Accountability (Certificated Management)

BASIC FUNCTION:

Under the direction and supervision of the Assistant Superintendent of Instructional Services, the Director, Assessment and Accountability guides school administrators and teachers through processes to apply data to educational processes and programs to improve student learning. This includes interpretation of data, reflection on instructional practice and programs, development of planned actions to improve student learning, and monitoring implementation of planned actions; and performs other related work as required.

ESSENTIAL DUTIES:

- Coordinates and supervises student services, including attendance reporting, truancy matters, and student discipline in collaboration with site personnel.
- Oversees residency policy compliance through recommendations to the Board authorizing or denying inter-District transfers, coordinating with school sites staff and engaging investigators, as necessary.
- Provides coordination and support to School Site Councils.
- Provides oversight and support of federal- and state-required reporting of student information, including student assessment data, demographic data, and program data.
- Administers categorical programs and supports intervention programs by allocating resources, documenting plan implementation and facilitating financial reporting in coordination with the Assistant Superintendent of Instructional Services.
- Provides guidance on policies and procedures appropriate to responsibilities, as needed.
- Administers mandated responsibilities for homeless and foster youth and students of military families.
- Oversight of registration and enrollment processes and procedures.
- Consults with and trains school site staff on input of data and reporting related to the district's student information system.
- Provides support to school site administrators and guidance staff related to academic counseling and college and career readiness.
- Coordinates career and adult education programs and reporting requirements.
- Develops, coordinates, interprets, and provides training for state and district assessments.
- Administers and analyzes district surveys.
- Provides curriculum and instructional support for TK-12 academic standards.

- Provides data, interprets data and supports data-driven decision making by administrators and teachers to improve quality of teaching and learning throughout the district.
- Collects and organizes data for Local Control Accountability Plan (LCAP) reporting.
- Analyzes and evaluates data to determine progress toward Local Control Accountability Plan (LCAP) progress goals.
- Facilitates the completion of School Accountability Report Cards (SARC) and School Plans for Student Achievement (SPSA).
- Coordinates independent study programs.

OTHER REPRESENTATIVE DUTIES:

- Participates in District and County leadership and other appropriate meetings.
- Participates in parent education meetings, PTA meetings, and other community groups.
- Prepares and presents professional development for District and site staff.
- Keeps abreast of changing State assessment and reporting requirements.
- Attend School Board meetings.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, methods, practices, and procedures of assessment and accountability.
- Legal mandates, policies, and regulations pertaining to assessment and accountability.
- Educational theory and practice
- Advanced statistical procedures required to calculate and analyze technical educational data
- Group and individual capacity building with a goal of improving student learning
- Effective collaboration and team building techniques
- Computer applications including word processing, spreadsheet, database and educational data software programs
- Advanced data-processing principles and procedures
- Implementation of principles, practices and techniques of effective risk management.
- Comprehensive knowledge of applicable State and federal laws, regulations, and compliance requirements of State and local assessments and accountability.
- State funding allocation methods and budgetary principles.

Ability to:

- Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.

- Use technology to provide data in a variety of formats to allow for interpretation by the intended audience.
- Collaborate with others in planning and implementing effective programs, including staff and parent training (as appropriate), within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Understand and carry out oral and written directions with minimal accountability controls.
- Interpret laws, rules and regulations.
- Establish and maintain cooperative working relationships with students, staff, and public.
- Operate a variety of business equipment.
- Review, analyze, develop and manage computerized student information systems.

MINIMUM QUALIFICATIONS:

Credential:

Administrative Services Credential

Education:

Masters Degree in education-related field, including all courses needed to meet credential requirements.

Experience:

Successful classroom teaching and school site administrative experience is required.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy and responsibility
- Maintenance of high standards
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit, occasionally stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to frequently lift and/or move up to 20 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.