

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

DIRECTOR OF ASSESSMENT AND ACCOUNTABILITY

PRIMARY FUNCTION: The Director of Assessment and Accountability will support schools in the areas of student information systems management, data analysis, state assessment policies, and accountability standards. The Director will report directly to the Assistant Superintendent of Educational Services providing key strategic direction and project management while leading the continued development of the state, regional and local data, assessment, and accountability. The Director will provide strategic, data-driven problem-solving support to organizational leadership while providing consultation to school leadership. S/he will integrate the management and analysis of student data seamlessly into the district's effective execution of state assessment and accountability standards

DIRECTLY RESPONSIBLE TO: Assistant/Associate Superintendent of Educational Services

MAJOR DUTIES AND RESPONSIBILITIES:

Develops, implements, and analyzes assessments to determine learning mastery and review data to determine trends

Assist in building and sustaining a "culture of evidence" documenting student learning, and contributing to excellent teaching and effective learning.

Disaggregate data and create reports; and provide evaluative findings (including student achievement data) for the review of curriculum and instruction program effectiveness

Compiles and disseminates reports on student achievement (i.e. academic dashboards)
Ensures that assigned student information systems meet legal data confidentiality, audit, and archiving requirements.
Develops procedures and best practices resources related to CALPADS, and other assigned state and federal reporting systems, to assist users with meeting local, state, and federal compliance guidelines.

Works cooperatively with school leaders, leadership teams, and instructional TOSA's in developing and supervising the procedures for administering local and state assessments

Coordinate the ordering and use of all local and state assessment materials

Ensures compliance with federal and state accountability requirements

Provide stakeholders with valuable data and information for the purpose of informing instructional practices and promoting high levels of student achievement

Complete assessment calendar for the district

Plan and provide staff development for teachers, school leaders on educational trends, school-based testing coordinators on the requirements of the state assessment program and the state and federal accountability programs

Disseminate information regarding requirements of the state assessment program including test administration, security, and confidentiality

Provides direct oversight to the district student enrollment online system, and transfer programs (Inter, Intra, Open Enrollment)

Advise and collaborate with school leaders on carrying out the goals and objectives for meeting the district's strategic plan

MAJOR DUTIES AND RESPONSIBILITIES:

Advise and collaborate with school leaders on organization issues, and student achievement based on current data and information for the purpose of ensuring accountability measures and district initiatives are being met

Serves as the lead liaison with CDE assessment and accountability staff

Serves as the California Dashboard Coordinator

Plan and provide training for teachers, administrators and staff including the use of data analysis program; 504 accommodations and testing procedures and security

Provides direct oversight and coordinates the District-Wide Student Study Team and 504 plans process and data system

Provides direct oversight and coordinates the District-Wide retention process.

Provides direct oversight and coordinates the District-Wide English Learner reclassification process.

Perform other duties related to collecting, processing and distributing District student data.

Supervise clerical personnel as they assist in processing student performance data.

Prepares the district assessment calendar.

Assists administrators and teachers in test interpretation.

Supervise the preparation of School and District Accountability Report Cards.

Trains school site administrators and staff in development and supervision of school level student performance accountability systems.

Directs and supervises the establishment, maintenance, and security of a comprehensive District information base and related databases of student performance and school community demographic data.

Designs and assists in the development of reports on student performance from the classroom to the District level.

Assists in the development of data and printed materials for the purposes of public information.

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

MINIMUM QUALIFICATIONS:

Ability to:

Lead and facilitate cooperative team efforts. Develop and maintain cooperative relationships with all levels of staff and public. Communicate effectively in English, both orally and in writing. Use technology and computer applications appropriate to the work environment. Meet schedules and timelines. Work independently with appropriate direction. Analyze situations accurately and adopt effective courses of action. Maintain confidentiality.

MINIMUM QUALIFICATIONS:

Education:

An earned master's degree or advanced degree of at least equivalent standard from a recognized college or university. The appropriate teaching and administrative credentials as required by the State of California.

Experience:

Three years of successful teaching experience, preferably at the elementary level; Five years of successful management experience at the school or district level, preferably with three years as an elementary school principal or comparable combination of relevant experience

Knowledge of:

Principles and practices of leadership, management, supervision, and training. Curriculum design, planning, development, implementation, and audit/evaluation. Computer-based instructional and management systems. Grant development, application, and management process. Current research on testing and evaluation programs.

DESIRABLE QUALIFICATIONS:

Bilingual / Biliterate (Spanish / English)

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of a Director of Assessment and Accountability. These physical requirements include:

1. Physical and mental stamina to perform the duties and responsibilities of the position.
2. Manual dexterity sufficient to write, use the telephone and business machines.
3. Vision sufficient to read printed materials and computer screens.
4. Hearing sufficient to communicate in person and hold telephone conversations.
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
6. Physical ability to push/pull, squat, twist, turn, bend, and to reach overhead.
7. Physical mobility sufficient to move about the work environment (office, district, school site to site) drive an automobile and to respond to emergency situations.
8. Physical strength sufficient to lift 25 pounds.
9. Ability to sit for prolonged periods of time.
10. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.

The work year for this position is 222 days.