

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: COORDINATOR OF ASSESSMENT, DATA AND INTEGRATED TECHNOLOGY**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent or designee, this position plans, organizes, administers, and provides leadership for a comprehensive system of assessment related to the requirement of federal, state, and local mandates; establishes and administers methods and procedures for collecting, analyzing, and reporting assessment data; develops and maintains district-wide program evaluation procedures; provides training to site administration and teachers to develop, administer, and use student/program assessment data to improve student achievement.

#### **REPRESENTATIVE DUTIES:**

- Provides leadership, support, and accountability in the development, implementation and coordination of the district's assessment and accountability program to meet the needs of the district's diverse student population;
- Plans, directs, supervises, and provides leadership for a comprehensive system of testing and assessment related to federal, state, and local mandates focusing on high standards of student achievement;
- Plans, directs, and communicates the district testing calendar;
- Communicates policies, procedures, and information related to federal, state, and district assessments on an on-going basis to site administrators and district office administrators;
- Assists in the analyses of federal, state, and district assessment data and the interpretation and reporting of results;
- Consults with other Instructional Support Services administrators in appropriate uses of test information and (the development of district curriculum materials and assessments);
- Consults with Assistant Superintendent, Instructional Services in the interpretation and use of school achievement data;
- Provides leadership and collaborates with site administration regarding the (assessment of student progress and educational program effectiveness);
- Monitors longitudinal data to emphasize student achievement trends and identifies on-going content area (needs on a districtwide and/or site-by-site basis; prepares reports on student achievement specific to subject matter areas and grade levels to assist staff in responding to areas of growth; disaggregates data to allow in- depth analysis of district and site subgroups as they pertain to student achievement);
- Assists with the coordination of district and site implementation of standards supporting the alignment of instruction, resources including educational technology, assessment, and (professional learning);
- Collaborates with colleagues and vendors to identify and implement emerging technologies and methodologies (into assessment and accountability to support the vision/mission of the district; ensures the implementation of assessment and accountability changes that result in innovation and improvement of student assessment and learning);
- Performs liaison duties with the Technology department to support district assessment programs,

including (development, processing, and scoring of test materials, and related data reporting activities;

- Works collaboratively with district leadership to analyze student (achievement, effectiveness of instructional programs and initiatives, assessments, district professional learning to ensure the coordination, alignment, and articulation of a comprehensive curricular and instructional program;
- Works collaboratively with the Director of Technology and Instructional Services in the development and maintenance of an online system of multiple measures of student performance which provides evidence useful to the evaluation and modification of educational programs;
- Stays current in assessment and accountability reform and utilizes this knowledge to ensure on-going improvements in high academic achievement and improved student outcomes;
- Provides ongoing professional communication and close collaboration with all district instructional units in support of CA State Standards, district goals, and federal regulations;
- Communicates with other administrators, personnel and outside organizations to coordinate assessment and (accountability; exchanges information and develops policies and procedures to encourage effective and efficient management controls; attends and participates in a variety of meetings; participates in/or coordinates professional learning;
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the district's goals/objectives as well as maintaining and carrying out adopted policies of the Governing Board and district administration;
- Delegates functions and responsibilities to qualified assistants (if applicable) in such manner that the total program operates effectively and provides professional learning for personnel;
- Works independently with minimal direction;
- Works collaboratively with the superintendent, Governing Board, cabinet, district office staff members, principals, faculty, staff and parents utilizing courtesy, tact, and diplomacy;
- Establishes a communication network with other district/County-wide Assessment and Accountability Coordinators; demonstrates a high visibility throughout the site and district, as well as strong, collaborative (interpersonal skills;
- Conducts meetings and utilizes (technology to maximize job performance; prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action;
- Works independently, establishes and maintains project deadlines, manages multiple projects, works with a (variety of individuals and groups, communicates orally and in writing, and travels to various locations;
- Operates a computer and assigned software programs; operates other office equipment as assigned;
- Performs other duties as assigned.

#### **KNOWLEDGE OF:**

- Strategies and techniques to manage personnel in a large, diverse organization
- District policies and procedures related to assessment, accountability, standards, curriculum and instruction, data access and confidentiality
- District literacy, mathematics, science, and history/social science curricula in order to provide assistance in appropriate assessment development and provide guidance to sites regarding the administration of appropriate federal, state, and district assessments;

- planning, organization and direction of procedural guidelines of the district's assessment and accountability programs
- State-of-the-art theories, techniques, and methodologies of assessment and accountability
  - Current literature, trends, and development in the field of assessment and accountability and professional development
  - California Standards, English Learner Development Standards; effective adult learner professional development approaches
  - Effective oral and written communication skills; principles and practices of administration, evaluation, supervision and training; applicable laws, codes, regulations, policies and procedures
  - Interpersonal skills using tact, patience and courtesy tact.

**ABILITY TO:**

- Direct, coordinate and supervise the operations of the assessment and accountability program toward increased academic performance using multiple standards, programs, and fiscal accountability and compliance
- Demonstrate effective teaching by aligning instruction to curriculum, using diagnostic formative assessments of the learning objectives
- Review existing and pending legislation related to procedural guidelines and the district assessment and accountability program and recommend origination, modification, or support of legislative measures
- Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules and regulations
- Communicate effectively both orally and in writing; speak publicly, interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative/effective working relationships with others
- Operate current technology and programs needed to fulfill job duties
- Analyze situations accurately and adopt an effective course of action; meet schedules and time lines
- Work independently with little direction.

**EXPERIENCE:**

Minimum of three to five years of successful site/district administrative experience; Successful experience and training in assessment and accountability; Demonstrated experience in training adults in the areas of assessment, curriculum, instruction, English Learner programs/support, and supplemental and intervention programs.

**EDUCATION:**

Bachelor's degree in related field (required); Master's degree in related field (required); Completion of courses in Educational Administration, Assessment and Accountability, Curriculum and Instruction, English Learner and/or education (desirable);

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential  
Valid CA Driver's License and evidence of insurability  
Criminal Justice Fingerprint Clearance, negative TB results.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- District office environment and school sites
- Demanding timelines
- Subject to driving to a variety of locations to conduct work during the day, evening, and weekend hours
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the community
- Indoor and outdoor environments

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate office equipment and other equipment necessary to complete the required duties
- Auditory and verbal skills to clearly and accurately receive and exchange information in person and on the telephone
- Visual ability to read and to prepare/process documents and to monitor various services and personnel
- Sitting for extended periods
- Standing for extended periods
- Walking over rough or uneven surfaces
- Climbing and occasional use of step ladders
- Physical activity may be required, which could include moderate lifting