

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Coordinator of Assessment & Accountability	Reports To: Assistant Superintendent, Educational Services
Department: Educational Services	Classification: Management
Work Year: 12 Months	Salary: Certificated Management

Basic Functions:

The Coordinator of Assessment and Accountability, under the direction of the Assistant Superintendent of Educational Services, is primarily responsible for the coordination of the District's participation in the state assessment programs and the evaluation of the District's instructional program effectiveness. State, federal, and local assessment and accountability program data will be meaningfully communicated to assist in the district-wide implementation of standards-based curriculum and the evaluation of effective instructional strategies and staff development in order to increase student achievement.

Duties:

1. Coordinate the standardized testing administration of all national, state, and district assessment programs.
2. Coordinate and oversee all state testing programs (CAASPP, CAA, CAST, CELDT/ELPAC, PFT). Duties include district preparation, registration, administration training, security, and the return of all secure and non-secure test materials.
3. Coordinate the maintenance of assessment information between the district student information system and external data analysis providers.
4. Coordinate all formative and summative data interpretation and analysis. Review and disseminate assessment results and trend analyses reports to stakeholders including site and district leadership, parent and community advisory groups, and the Board of Education.
5. Work with the IT department to ensure sites have appropriate technology to implement the assessments.
6. Communicate procedures for improved analysis (interpretation and use) of Smarter Balanced Assessment System data and local benchmark assessment data at the district, site, grade, and student group levels.
7. Coordinate annual evaluation of program effectiveness, including the collection and analysis of test data and the implementation of modifications necessary to build quality programs and increase achievement.
8. Assist in the compliance with and the annual evaluation of program effectiveness for the District's participation in state, federal, and local grant programs.
9. Assist school sites with the data compilation required to write and annually update a Single Plan for Student Achievement.
10. Assist with the districtwide data compilation required to measure and report the effectiveness of intervention programs in the Local Control and Accountability Plan's annual update.
11. Prepare and present assessment and accountability status reports to the Board of Trustees.
12. Coordinate collaborative meetings with department representatives (technology/student information system, personnel, state/federal programs) to assure the timeliness and accuracy of state and federal reporting (i.e., Fall I, Fall II, LCAP Annual Update, Civil Rights Data Collection, School Accountability Report Card).

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13. Develop data measurement, data collection, and data reporting strategies with the entire Educational Services team to ensure the infusion of data analysis into instructional decisions and support to all schools through TRAC.
14. Initiate new, and coordinate ongoing, projects to streamline collection and reporting of accountability data.
15. Review reports, based on the data analysis, to be presented to stakeholders.
16. Provide training and coaching for principals and teachers to use the data from all formative and summative assessment programs to determine student progress and modify instructional strategies to improve the academic achievement of students.
17. Adhere to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations.
18. Inform the Assistant Superintendent of any condition, situation, and/or event which has significant positive or negative impact on the school district.
19. Serve as liaison for statewide assessment programs with the California Department of Education Standards and Assessment Division, Riverside County Office of Education, and district staff.
20. Develop timelines to communicate with district and school personnel.
21. Coordinate and implements special assessment projects.
22. Develop and monitors assessment related program budgets and expenditures.
23. Attend workshops and conferences for the purpose of ongoing training for improvement of professional knowledge and skills.
24. Maintain current knowledge of rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations as applicable to assessment and accountability programs.
25. Perform additional duties and obligations as mandated by law, Board Policy, or as assigned by the Assistant Superintendent.

Knowledge and Skills Required:

- Working knowledge of the Smarter Balanced Assessment System
- Working knowledge of state and federal accountability systems
- Working knowledge of curriculum and instructional strategies
- Working knowledge of student information and data analysis systems
- Organizational and problem-solving skills
- Oral and written communication skills
- Experience in facilitation/collaboration
- Ability to interpret complex data
- Ability to motivate, lead, support, supervise, and evaluate assigned classified personnel
- Ability to maintain confidentiality on issues concerning program and staff
- Ability to analyze situations accurately and adopt an effective course of action

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience:

Successful and extensive teaching experience preferred.

Licenses, Certifications and Testing Required:

- Appropriate California credential authoring services
- Master's Degree
- Administrative Services Credential
- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have ability to obtain a valid California Driver's License

Physical Requirements and Working Conditions:

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people and the ability to meet multiple demands from several people.

Work Year: 226 days

Approved: 02/07/2007
Revised: 07/18/2017