

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Assistant Director of Data, Assessment, School Programs and Accountability

SALARY PLACEMENT: Rocklin Administrators Professional Association (RAPA) Salary Schedule

SUMMARY:

The Assistant Director of Data, Assessment, School Programs, and Accountability is responsible for providing leadership and coordination in the oversight of the District's data and assessment systems, and for the accountability of state and federal programs. Under the supervision of the Associate Superintendent of Educational Services, the Assistant Director oversees the planning, implementation, evaluation, and reporting required in the state and federal funding projects, including supporting the development and implementation of the District's Local Control and Accountability Plan. The Assistant Director is responsible for the overall direction, coordination, and supervision of these positions: Senior Data & Student Information Specialist, clerical, and support personnel. The Assistant Director provides technical, specialized, consultative, advisory and planning services, direction and leadership to meet state and local accountability measures, including analysis of student performance data in the evaluation of LCAP actions, related state/federal initiatives, and continuous improvement plans for schools and the District.

SUPERVISOR:

This position reports directly to the Associate Superintendent of Educational Services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Oversees the planning, implementation, and evaluation of activities related to state and federal programs including school improvement, and best practices supporting school program and services improvement activities.
2. Provides overall leadership and supervision for the District's progress on performance and accountability activities to measure and report on student performance and progress for local, state and federal measures, and to support district and school instructional programs and services.
3. Leads District efforts towards inclusion goals through collaborative processes with staff and community, resulting in systems for ongoing professional learning, community outreach, and closure of achievement and wellness gaps for students.
4. Collaborates with site principals, School Site Councils, and other District office staff in the articulation of all District activities planned for students that are provided through state and federal programs.
5. Provides updated reports regarding federal and state projects to the Superintendent, principals, Board members, and parents as they become available.
6. Monitors implementation of actions, services and projects as outlined in project timelines. Updates the Federal LCAP Addendum Plan to ensure all goals and objectives meet guidelines and are aligned with academic needs of students in the district.
7. Develops parental involvement activities in coordination with site principals and staff for both state and federal programs. Prepares all parent notifications relating to ESSA, LCAP, and completes all required actions for any school identified as Title I Program Improvement, including options for transportation and supplemental services.
8. Coordinates District and site level administrators, and other appropriate personnel in the coordination of all state and federal resources to ensure student academic needs are met. Serves as a District level resource to teachers, support staff, and administrators for implementation of LCAP.

9. Organizes and conducts school site self-reviews and Federal Program Monitoring, Office of Civil Rights reporting, and/or School Targeted Assistance planning. Directs, coordinates, and provides training for School Site Councils. Attends all federal and state program training institutes as needed or recommended by the Associate Superintendent.
10. Provides leadership for the annual budget development activities related to LCAP and federal programs and coordinates fiscal management of all federal and state budgets and budgetary reports with appropriate staff in policy, planning and fiscal services. Coordinates allocations to private and nonpublic schools as required by state and federal categorical programs.
11. Establish and manage comprehensive annual cycles of data review for statewide and local assessments to identify district-wide programmatic needs and trends.
12. Oversees the development, tracking and evaluation of performance metrics, particularly for actions improving/increasing services in the area of English learners, students in poverty and foster youth.
13. Coordinates with Educational Services staff in the implementation of the Multi-Tiered- Support System, including use of data tools to evaluate the impact of academic, behavioral, and social emotional interventions such as Positive Behavioral Interventions and Supports data.
14. Supports the development, revision and implementation of the District's LCAP.
15. Promotes the effective use of instructional technology that enhances teaching, learning and innovation, working with Educational Services staff to identify relevant professional learning activities and tools.

Knowledge of:

- Principles of data team supervision and project management
- State and federal accountability systems and compliance monitoring requirements and reviews
- Effective academic interventions
- Emerging technologies that support student achievement
- How to effectively design and provide equity-focused technical assistance
- Pedagogical principles and practices in effective teaching and learning for underserved students
- Existing programs which have been successful in closing the achievement/access gaps and increasing the college and career readiness rate of underserved students

Ability to:

- Lead and supervise a technical data team
- Analyze, interpret and apply laws and regulations
- Use a broad array of technology for project and assessment development
- Establish and maintain appropriate project deadlines
- Establish and manage department priorities, processes, and procedures
- Manage multiple projects
- Work with a variety of individuals and groups
- Communicate effectively orally and in written form
- Exercise sound judgment
- Travel to various locations
- Use data to establish vision and align priorities
- Facilitate group processes, planning, and training activities
- Implement established goals and objectives
- Monitor and evaluate projects
- Use technology to enhance teaching, learning and assessment of programs
- Work independently

EDUCATION:

Prefer Master's Degree or the equivalent from an accredited institution of higher learning.

EXPERIENCE:

Experience as a classroom teacher and/or a public school, district, or county office administrator; experience in state and federal program requirements; program development, assessing effectiveness of acceleration programs and services; building partnerships; providing leadership in the identification, design, dissemination, implementation, and evaluation of promising/best practices of student achievement/intervention programs.

Experience in designing and delivering effective professional learning and stakeholder input sessions; the analysis and collection of program implementation data, and facilitation of groups using analysis, improvement and action planning protocols.

Knowledge and experience with technology and data analysis of appropriate program metrics; digital tools including Google, data platforms, databases, spreadsheets, screen casting, and other applicable online resources.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Valid California Teaching Credential or equivalent Services Credential

Valid California Administrative Services Credential

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and require light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: April 22, 2026

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.