CERTIFICATED

COORDINATOR OF ACCOUNTABILITY, ASSESSMENT AND RESEARCH

DEFINITION:

Under the supervision of Associate Superintendent of Educational Services supports the educational programs of the District by directing, managing, supervising and coordinating the implementation of State and District policies, procedures, and requirements regarding district local and state student assessment, accountability, and research.

EXAMPLES OF DUTIES:

1. Coordinate, plan and facilitate Local Control Accountability Plan (LCAP) stakeholder involvement meetings to gather and organize stakeholder input
2. Coordinate, plan, organize, and participate in the drafting and implementation of the Local Control Accountability Plan (LCAP)
3. Coordinate with all district office departments regarding implementation and progress monitoring of LCAP goals and actions
4. Design and deliver presentations to various stakeholder groups on the LCAP cycle, LCAP 3-year plan, progress towards goals, and effectiveness of actions/services in the LCAP.
5. Coordinate, develop and maintain resources for schools to help support compliant and meaningful SPSA development, implementation, and evaluation
6. Develop and deliver training for administrators and other stakeholder groups on a variety of topics.
7. Coordinate with district and school personnel on developing a compliant school improvement plan.
8. Coordinate and facilitate Federal Program Monitoring reviews.
9. Coordinate the ongoing development, maintenance, administration and evaluation of the District's assessment systems, analyze resulting data, and produces related parent, teacher, school, and district reports and communications.
10. Coordinate administration of post-secondary assessments (i.e. Advanced Placement, Scholastic Aptitude Test (SAT), American College Testing (ACT), etc.), and prepares related reports of school and District results.
11. Assist in monitoring and assessing District progress toward the implementation of short and long term Educational Services priorities to inform decisions and practices.
12. Collaborate with staff and the community to establish data points, manage and report accountability results.
13. Present student achievement reports to all stakeholders.
14. Conduct educational research to assist in curricular and management decision-making.
15. Plan, coordinate, and administer the California Healthy Kids Survey

16. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
18. Perform other duties as assigned

QUALIFICATIONS:

Knowledge of:

Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; assessment, evaluation, and research methodologies; qualitative and quantitative methodologies; online research techniques, computer networks; statistical and computer-based analysis techniques; databases and computerized report preparation; general curriculum and instructional strategies, Common Core Standards, SBA, county, state, and federal testing and accountability guidelines and systems, Western Associations of Schools and Colleges (WASC) data needs and process, and other State and national assessment programs.

Ability to:

Direct, manage and lead the activities and functions related to assessment, research and accountability; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; translate complex statistical data into understandable and useable information; organize and plan assessment and research programs; lead and train on implementation of an assessment system, analyze and interpret data and communicate results in visual and verbal terms; design research studies and conduct data analysis; utilize programs such as Aeries, Illuminate, etc.; strategize and provide support to school and District decision-making; comply with the District's community relations standards, as outlined in Board Policy.

Experience:

Professional experience in conducting data assessments and evaluations including three years of successful experience in a management or supervisory position. Experience in public sector or educational environment preferred.

Education:

Bachelor's Degree is required from an accredited college or university in a related field. Master's degree is highly preferred.

Certification Requirement:

California Administrative Services Credential.