

Job Title: DIRECTOR OF ASSESSMENT, INTEGRATED TECHNOLOGY, AND MULTILINGUAL LEARNER PROGRAMS (AIM)

Definition:

Under the direction of the Assistant Superintendent of Education Services and the Executive Director of Student and Family Services, the director will lead and implement the Lancaster School District's Vision to integrate assessment and technology to fully develop the capacity of all stakeholders to ensure the sustainability of District-wide educational systems and processes; develops, supervises and evaluates all district functions in the areas of assessment, related monitoring reports, and other assigned duties associated with school, district, state and federal assessments, provide leadership and guidance in the development and implementation of district-wide educational technology program and supports for Multilingual Learner programs as it relates to the 21st Century Classroom, the Performance Based System, Core Curriculum and state and federal guidelines.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Work collaboratively with District staff and stakeholders to produce achievement results and advance the Performance Based/ Competency Based system for all learners with specific emphasis on multilingual learners.
2. Provides leadership and direction in district-wide technology planning, assessment development, applications development, technology-based interventions, and computer operations to increase access to information and facilitate productivity.
3. Assist designated personnel to develop, update, and implement the District/ school technology plan.
4. Identify short and long-term district-wide educational technology needs and develop strategies for systems development and technology acquisition and integration.
5. Coordinates the review, development, and revision of all procedures related to the administration of the local and state assessments and metrics outlined in the LCAP and Single Plans for Student Achievement, including, but not limited, to GATE, CELDT, ELPAC, and PE testing.
6. Work collaboratively with district staff to facilitate and head district committees to support technology integration and support for all staff and students, with specific emphasis on the needs of multilingual learners
7. Work collaboratively with district staff and principals in developing and monitoring the collection of the LCAP/ SPSA metrics and related procedures for administering local and state assessments and supporting multilingual learners.
8. Provide technical assistance to district and school administrators in the areas of federal, state, and local accountability measures.
9. Develop a professional learning plan to stay current with state of the art "best practices" for technology, educational technology, multilingual learners, and blended learning.
10. Plan, develop and support the implementation of technology integrated educational solutions and technology based interventions.
11. Coordinate the development, production, and ordering and use of all local and state assessment materials.

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12. Supports and trains library staff and develops long and short term plans for innovative library and research practices aligned with 21st century learning goals.
13. Develop and implement departmental goals, priorities and procedures for assessment and educational technologies.
14. Supports Guided Language Acquisition Design, Specially Designed Academic Instruction in English and other language proficiency development instructional strategies used for integrated and designated ML services.
15. Oversees Migrant and Immigrant Education Programs.
16. Assist in communicating information to parent and community members about local and state assessments and state and federal accountability and multilingual learner support.
17. Coordinates Multilingual Learner Advisory Committees and District Multilingual Learner Advisory Committee.
18. Keep informed of and comply with federal, state, district, and school regulations and policies.
19. Monitor and support all campuses during the administration of local and state assessments.
20. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
21. Assists the Ed Services Department with the adoption and implementation of English Language Proficiency curriculum.
22. Prepare for and follow up on audits.
23. Assist in the development of district policies, procedures, and guidelines related to technology, assessments, and multilingual learners.
24. Collaborate with business office to prepare and oversee bid requests, proposals, and vendor contacts.
25. Supervise, evaluate staff, and develop a positive working environment.
26. Maintain positive working relationships and communication with students, staff, parents, and vendors.
27. Perform other related duties as assigned.

Minimum Knowledge, Skill and Ability

Knowledge of:

- Current K-12 instructional practices; principles and techniques of educational technology; principles and techniques for project planning, scheduling and control; emerging trends in educational technology, and management of budget planning and oversight
- Knowledge of technology curriculum for students, user privacy, safety, and cyber bullying prevention and awareness
- Possess understanding of the principles, practices, and analysis of assessments for use at district state and federal level

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- Understand and utilize a variety of systems used to collect, store and report on LCAP and SPSA metrics which are aligned with complete and accurate data reporting
- EL Program requirements and regulations

Skill and Ability to:

- Achieve and realize compatibility between personal professional goals and District philosophy and curriculum programs
- Supervise, coordinate, and direct classified staff, advisory groups, and other stakeholders
- Communicate clearly and concisely, orally and in writing
- Develop sound strategies to accomplish objectives
- Incorporate new technology into future plans
- Facilitate and lead change
- Establish positive and productive relationships with others
- Comply with District's Strategic Design standards and Board policies

Training and Experience:

- Master Degree in Educational Technology, School Administration, or related field
- A minimum 5 Years teaching experience
- A minimum of 2 years experience as a site administrator
- Proven experience in leading and designing professional development
- Current California Teaching Credential and Administrative Credential

Desired Qualifications:

- CLAD, BLCAD or current multilingual authorization (Spanish)

Physical Requirements and Working Conditions:

- Require vision which may be corrected to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds.
- Subject to inside environment conditions.
- Hearing and speaking to communicate with others.
- May be required to work at a computer terminal for prolonged periods.
- May be required to attend periodic evening meetings and/or travel within and out of district boundaries to attend meetings.
- Communicate so others will be able to understand at conversational levels and on the telephone.
- May be required to take and pass a physical examination.
- Valid California drivers' license, proof of automobile insurance, and access to an automobile during the work day
- Must have a valid California driver's license and be insured.
- Utilize own vehicle for transportation as needed.

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling		X	

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer			X
Radio	X		