

Job Title: DIRECTOR OF ASSESSMENT, INSIGHTS, AND MEASUREMENT (AIM)

Definition:

Under the direction of the Assistant Superintendent of Education Services the director leads and implements the Lancaster School District's Vision to integrate assessment 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, insights, measurement of data, related monitoring reports, and other assigned duties associated with school, district, state and federal assessments as they relate to 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.
2. Provides leadership and direction in district-wide planning, assessment development, and implementation.
3. Assist designated personnel to develop, update, and implement the District/school assessment plan.
4. 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, and PE testing.
5. Work collaboratively with district staff to facilitate and head district committees to support assessment integration and support for all staff and students.
6. 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.
7. Provide technical assistance to district and school administrators in the areas of federal, state, and local accountability measures including monitoring requirements.
8. Develop a professional learning plan to stay current with state of the art "best practices" for assessments and analytics.
9. Plan, develop and support the implementation of technology integrated educational solutions that support assessments.
10. Coordinate the development, production, and ordering and use of all local and state assessment materials.
11. Develop and implement departmental goals, priorities and procedures for assessment.
12. Assist in communicating information to parent and community members about local and state assessments and state and federal accountability.
13. Keep informed of and comply with federal, state, district, and school regulations and policies.
14. Monitor and support all campuses during the administration of local and state assessments.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
16. Prepare for and follow up on audits.
17. Assist in the development of district policies, procedures, and guidelines related to assessments.
18. Collaborate with business office to prepare and oversee bid requests, proposals, and vendor

Job Title: DIRECTOR OF ASSESSMENT, INSIGHTS, AND MEASUREMENT (AIM)

contacts.

19. Supervise, evaluate staff, and develop a positive working environment.
20. Maintain positive working relationships and communication with students, staff, parents, and vendors.
21. Perform other related duties as assigned.

Minimum Knowledge, Skill, and Ability

Knowledge of:

- Current K-12 instructional practices; principles and techniques of assessment and analytics; principles and techniques for project planning, scheduling and control; emerging trends in multi-lingual learning, and management of budget planning and oversight
- Possess understanding of the principles, practices, and analysis of assessments for use at district, state, and federal levels
- 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 of 5 years of teaching experience
- A minimum of 2 years of experience as a site administrator
- Proven experience in leading and designing professional development
- Current California Teaching Credential and Administrative Credential

Job Title: DIRECTOR OF ASSESSMENT, INSIGHTS, AND MEASUREMENT (AIM)

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 driver's 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

Job Title: DIRECTOR OF ASSESSMENT, INSIGHTS, AND MEASUREMENT (AIM)

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		