

MODESTO CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR-ASSESSMENT AND EVALUATION

DEFINITION:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control and direct District, State and federal assessments to facilitate educational opportunities for student groups; direct the development, implementation and evaluation of District student assessment, demographics and performance data, accountability, program evaluation and assigned educational programs; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct District, State and federal assessments.
- Direct assessment management software including the coordination of data integration, implementation and professional development.
- Direct, coordinate and implement professional development for participants in college preparation organizations, including non-profit organizations.
- Conduct presentations to the Board of Education, Cabinet, District and site personnel and community groups.
- Serve as District liaison with State Department of Education and test contractors to assure compliance with assessment procedures, timelines and mandates.
- Collaborate to assure accurate and timely data reporting and appropriate technical specifications are implemented at school sites in accordance with State regulations.; assure accurate data collection procedures and submission of related reports.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for assigned assessments and professional development; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's degree in education or related field and four years site administrative experience.

Licenses and other Requirements:

- Valid California Administrative Credential.
- Valid California Class C driver's license.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Planning, organization and direction of District, State and federal assessments.
- State and federal laws, regulations and codes pertaining to mandated assessments and evaluation of educational programs.
- Database and data management systems and information management applications.
- Principles and practices of professional development.
- Test construction, validity, reliability, comparability and item response theory.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Apply research techniques and statistical analysis to assess educational programs.
- Implement and interpret theory and practice related to educational practice, student learning, program evaluation, student assessments and educational measurement.
- Develop formative and summative assessments for professional development.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting and standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 7/1/13

Board Approved: 7/8/13

FLSA Status: Exempt

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