

Position:	Assistant Director of Assessment and Demographics	FLSA:	Exempt
Department/Site:		Salary Schedule:	Administrative Management
Reports to/Evaluated by:	Administrator of Assessment and Special Projects		

SUMMARY

To assist and support the Administrator of Assessment and Special Projects, the Director of SSSA, the Assistant Superintendent of Facilities, and the Instructional Division in the efficient accomplishment of their duties in support of the educational needs of students.

DISTINGUISHING CAREER FEATURES

This is an upper-level management position, with career advancement opportunities to senior level management positions. This position is responsible for applying an extensive knowledge of student assessment and district demographics for accurate reporting as required by the District administration and Governing Board, as well as State and federal mandates. Position activities are reviewed for adequacy of professional judgment, compliance with District and department policies, and achievement of results consistent with District goals and objectives. Incompetence or errors in judgment or reporting could have an adverse impact on the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as a reference for District assessment with respect to state and federal regulations and codes.
- Works with District and state accountability models, produces various reports, and monitors progress in AYP and API. Also develops working models for tracking purposes.
- Prepares student assessment reports for the administration and Governing Board, including in-depth analysis of trend data and subgroup performance.
- Performs all functions related to the maintenance and application of student demographics as they relate to attendance boundaries and the District’s street address book.
- Logs and tracks housing developments within the District.
- Works interdependently with SSSA regarding address checks and identification of out-of-district students.
- Performs all functions related to annual enrollment projections, preparation of APU reports (current and future).
- Works with the Technology Department on CBEDS/CSIS and tracking of information submitted.
- Works interdependently with other departments that deal with student records and tracking of student records.

- Assists in the development of protocol flow charts that detail student movement, records, graduation requirements, assessment procedures and other processes for the District in conjunction with the Technology and SSSA departments.
- Assists the Administrator of Assessment and Special Projects in the development of the District's annual assessment calendar.
- Checks and monitors data collected and stored by the Technology Department in District databases.
- Assists in survey development and analysis for a variety of District departments; actively involved in the design and production of executive summaries and in-depth reports of survey results.
- Produces special reports and assists in research projects that deal with student achievement or other information involving District data and databases.
- Assists in the productions of District Summary and Executive Summary Reports and presentations.
- Produces data for various grant proposals as requested.
- Performs other testing, evaluation and demographics functions as requested by the Administrator of Assessment and Special Projects, and the Assistant Superintendent of Facilities.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough and in-depth knowledge of District functions, policies, rules, regulations, goals, and objectives. Requires a thorough and in-depth knowledge of District and state student accountability models, practices, and strategies, including trend data and sub-group performance. Must have knowledge of state and federal regulations and codes relative to student assessment. Requires knowledge of public education administration strategies. Requires considerable knowledge of the history and culture of the Clovis Unified School District. Requires knowledge and experience tracking District demographic information, including student records. Requires in-depth knowledge and experience analyzing annual enrollment projections. Requires strong math, writing, and editing skills. Must have exceptional communication skills, both oral and written.

Abilities: Requires the ability to plan, develop, and maintain detailed student assessment and annual demographic programs for the successful operation of the District. Must be able to maintain confidential data and information for the District. Must be able to effectively communicate the District's student accountability and demographics trends to school site and District-level administration and Governing Board. Must be able to supervise and lead staff in a manner that encourages high morale and efficiency. Must be able to communicate both formally and informally with a wide range of contacts both inside and outside the District setting. Communications may be complex and technical in nature. Work is normally conducted in an office setting at the main District office with minimal exposure to health and safety hazards. Requires strong computer technology skills.

Education and Experience: Undergraduate or graduate degree in mathematics, statistics or a related field, a Masters Degree and/or demonstrated experience in statistics and data analysis or equivalent required. Demonstrated experience in data bases and software/programs related to statistics. Demonstrated experience in data bases and programs related to student demographic (i.e., enrollment projections, address data bases, CBEDS/CSIS, APU projections).

License(s) and/or Credential Requirements: A California Administrative Services Credential is required.