
Position:	Administrator, Assessment & Accountability	FLSA:	Exempt
Department/Site:	Curriculum & Instructional Services	Salary Grade:	Contracted
Reports to/Evaluated by:	Associate Superintendent, Curriculum & Instruction	Salary Schedule:	Admin. Management

SUMMARY

Assist the Associate Superintendent for Curriculum & Instruction in providing leadership for the development and continuous improvement of quality assessment programs resulting in improved student achievement in assigned area schools.

DISTINGUISHING CAREER FEATURES

This is a management level position, which supervises the following personnel:

- Director of Special Projects
- Coordinator of Assessment
- Manager of Assessment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct the design and implementation of assessment and evaluation techniques and instruments that measure the achievement of District, departmental, programmatic and site goals and objectives and publishes results to facilitate improvement.
- Coordinate assessment and evaluation techniques and instruments that measure the achievement of District, departmental, programmatic and site goals and objectives.
- Coordinate the management of K-12 formative assessment.
- Establish an assessment calendar for the District.
- Prepare and issues performance reports based on District assessment instruments.
- Serve as the District's representative for State and National assessment programs.
- Coordinate workshops for the District Leadership Team and staff concerning National, State and District assessment instruments.
- Collaborate with the Associate Superintendent of Curriculum and Instruction to ensure the written and taught curriculum is aligned and assessed to determine achievement level.
- Provide leadership for the design and monitoring of the District's Accountability Model.
- Provide necessary data for the assessment and evaluation of categorically funded projects.

ESSENTIAL TYPES OF DUTIES (Examples) *continued*

- Work collegially with the Director of Special Projects, Area Superintendents and principals to ensure categorical programs and funds are implemented in accordance with law and result in improved student achievement.
- Direct and coordinates the efforts of the Director of Special Projects and staff.
- Work cooperatively with the Administrators of Secondary and Elementary Curriculum & Professional Development to coordinate and articulate the development, implement and continuously improve alignment and quality of the written, taught and tested curriculum.
- Work collegially with the administrative leadership of the Instructional Division to coordinate, articulate, and monitor the achievement of District, site and programmatic goals.
- Plan, supervise and coordinate District committees for the development and continuous improvement of district assessment programs.
- Keep informed of the latest curricular and instructional trends and developments by attending conferences and workshops, actively participates in professional organizations.
- Develop and monitors budgets for programs supervised.
- Work cooperatively with the Associate Superintendent of Human Resources in the preparation of recommendations for selection, assignment, and transfer of all departmental personnel.

Perform such other assessment and evaluation duties as the Associate Superintendent of Curriculum and Instruction may assign.

QUALIFICATIONS

Education and Experience:

Minimum Qualifications:

Three years classroom experience.

Desirable Qualifications:

An earned Doctorate degree. Administrative experience as a school site principal and/or District level administrator.

Licenses and Certificates: California Administrative Services Credential and a Master's degree.