

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Assessment and Evaluation	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator III	FLSA:	Exempt
JOB CLASS CODE:	5215	WORK YEAR:	12 Months
DEPARTMENT:	Assessment, Research, and Evaluation	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Administrator, Assessment, Research, and Evaluation Services	BOARD APPROVAL:	07-21-03
		BOARD REVISION:	11-01-07
		CABINET REVISION:	10-21-14

BASIC FUNCTION:

Plan, coordinate, design, conduct, and supervise the assessment, research, and evaluation activities; provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students.

DISTINGUISHING CHARACTERISTICS:

The Assessment and Evaluation Coordinator III position has a scope of knowledge and capability that allows this position to effectively supervise the assessment and evaluation activities of the department including the work of the other Assessment, Research, and Evaluation Coordinators. By contract, the Coordinator I position has a more limited scope of knowledge and capability and does not routinely supervise the main activities of the department.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, coordinate, design, conduct, and supervise the assessment, research, and evaluation activities; provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students. **E**

Train and supervise the performance of assigned staff; assign and review the work of staff. **E**

Work extensively with school administrators and staff on the interpretation and use of assessment information to improve instructional practices and help close achievement gaps. **E**

Design, prepare, and present research and evaluative reports regarding student and program performance; examine and analyze data, and develop recommended methods to improve instructional programs; review various reports prepared by Assessment, Research, and Evaluation staff. **E**

Plan, coordinate, and schedule the processing of state-mandated testing programs; develop testing schedules and instructions for testing procedures; participate in and oversee the processing of tests; and ensure test security and appropriate return to testing companies. **E**

Provide technical assistance and training to site and district personnel regarding assessment and evaluation activities; develop and provide district staff development and training; disseminate information, and respond to inquiries. **E**

Perform special projects and research; attend to administrative details on special matters as assigned; manage various large-scale, ongoing projects including coordinating data collection, maintaining quality control of data entry, preparation of reports, conducting data analyses, and interpreting findings. **E**

Develop and implement program assessment and evaluation designs including the development of the evaluation instruments and surveys. **E**

Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings; create and maintain assessment databases, and produce data reports for various audiences. **E**

Provide technical assistance to school personnel and central office personnel regarding assessment and program evaluation including evaluation of grants. **E**

Provide both process and product evaluation to assess program compliance with state and federal guidelines, the degree of implementation of plans, and the impact of programs on students. **E**

Write comprehensive, objective reports and present information to a wide range of audiences. **E**

Provide a positive climate of interaction and communication between school staffs and parents in the review and evaluation of the educational program. **E**

Prepare and maintain a variety of narrative and statistical reports, records, and files; operate a computer to input data and generate reports; lift and move boxes and other materials as required. **E**

Remain current concerning trends in assessment, research, and evaluation by attending conferences, reading journals/papers, joining professional associations, taking courses, and attending workshops. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree, supplemented by course work in research design, statistics, testing, and measurement; and three years experience in supervising assessment, research, or program evaluation, and/or classroom teaching experience, and experience in administering state-mandated testing programs or conducting research and evaluation activities. Three years experience in data analysis at the school level preferred. Expertise with statistical software, and educational and web-based data management systems preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile; Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective management practices and supervision techniques.

Technical aspects of field of specialty.

Standardized, performance-based, and other assessments.

Database systems and data management.

Computer software applications relevant to educational assessment and research.

Methodology used in educational research design and statistical analysis.

Theory and practice related to student learning, program evaluation, and educational measurement.

State and federal laws, regulations, and codes dealing with the assessment and evaluation of educational programs.

School district organization, operations, policies, and objectives.

Oral and written communications skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Plan, coordinate, design, conduct, and supervise the assessment, research, and evaluation activities.

Provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students

Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings.

Plan, implement, and report the results of assessment programs, evaluation, or research studies.

Create and maintain assessment databases.

Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.

Train and supervise the performance of assigned staff.

Prepare and deliver presentations.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Complete assignments successfully with a minimum of direction and supervision.

Obtain maximum cooperation and rapport with departmental and other district employees.

Maintain a high level of objectivity, and provide quality information to facilitate decision-making at all levels.

Conduct library research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data.

Communicate orally and in writing to audiences of varying levels and consult in matters of evaluation results.

Collaborate with school staff, district staff, and outside agencies on research and evaluation design and data needs.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.