

BRIEF DESCRIPTION OF POSITION:

The Director of Curriculum and Assessment, under the direction of designated district administrator, provides leadership for the development, maintenance, and evaluation of a high quality educational program for all students in the district. Institutes a comprehensive system of testing and assessment that is in compliance with all federal, state and local mandates. Establishes and administers methods and procedures for collecting, analyzing, and reporting student assessment data. Develops and maintains district-wide program evaluation procedures ~~on request~~. Provides training to site administration and teachers to develop, administer, and use student and program assessment data to improve student achievement. Conducts program evaluations using current research methodologies.

Under the direction of a designated Administrator, develops a comprehensive system of testing and assessment related to the requirement of federal, state and local mandates.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Coordinates and oversees all district-wide assessments, including CST, CAHSEE, PE, CELDT, district benchmark exams, and other mandated assessments. E
- b. Organizes the adoption and evaluation of the district's core curriculum. E
- c. Oversees the creation of pacing calendars for all core subjects. E
- d. Develops a comprehensive system of student performance evaluation. E
- e. Provides leadership and collaborates with site administration in testing and evaluation, including the assessment of student progress and educational program effectiveness. E
- f. Oversees the publication of official school and student level data including ethnic enrollment, test scores, dropout rate and graduation rates. E
- g. Designs and maintains educational data sets in coordination with the Information Technology department. E
- h. Provides training to key district and site personnel in effective use of student data to improve student achievement. Assists schools in the effective use of data to develop site plans that increase student achievement. E
- i. Monitors longitudinal data to emphasize student achievement trends and identifies ongoing content area needs on a site by site basis. E
- j. Prepares reports on student achievement specific to subject matter areas and assists site staff in responding to areas of need. Disaggregates data to allow in depth analysis of site "sub-groups" as they pertain to student achievement progress requirements. E
- k. Maintains accurate, up to date, and detailed records relating to status of each site's efforts to meet mandated student achievement targets. Provides updates to site administration on each site's status in this area, including rewards and sanctions possible. E
- l. Provides training to teachers and administrators on the use of district's student data analysis system. E
- m. Facilitates the District Curriculum Committee meetings. E
- n. Trains Learning Design Coaches to effectively use data when working with PLC's and individual teachers. E
- o. Provides direction and training to site Data Coaches. E
- p. Oversees the district's Data Dashboard. E
- q. Conducts summative and formative comprehensive research, and provides reports on programs as directed. E
- r. Assists the District's efforts to provide supplemental services to identified students in compliance with No Child Left Behind. E
- s. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Software programs aiding in the analysis of multiple data sets; to include spreadsheets, databases and word processing applications.
- Current research methodology.
- Verbal and written communication skills.

Ability to:

- Collect and organize data and background materials.
- Organize material and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records and prepare reports.

REQUIREMENTS:

WORK YEAR: Certificated Management Work Year
CREDENTIAL: Current Valid Secondary teaching Credential; Current Valid Administrative Credential
EDUCATION: Master's Degree or Equivalent
EXPERIENCE: Five years of successful teaching and five years in administration
SALARY: Certificated Management Salary Schedule
BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance
FUNDING: This position will be funded through categorical funding and is dependent on availability of such funding.