

Union School District

DIRECTOR EDUCATIONAL SERVICES & ASSESSMENT

BASIC FUNCTION

The Director, Educational Services/Assessment reports to the Associate Superintendent Learning & Innovation and coordinates, develops, and organizes projects that are specially funded, usually with a limited life; deliver appropriate trainings, locate appropriate assistance and resources to support schools needs; assist in the development, implementation and evaluation of grants; and other duties as assigned. Coordinates English Language Learners (ELL), Safe School Plans, 504's, and Virtual Summer School.

REPRESENTATIVE DUTIES

- Development, training and implementation of State and District assessments; Supporting schools in effectively administering the assessments and accurately gather and analyzing the results of the assessments to improve instruction.
- Provide data, interpret data and support data-driven decision making by administrators and teachers to continuously improve learning throughout the district.
- Coordinate testing, including but not limited to the following state mandated assessments: SBAC, California Modified Assessment, California Alternative Performance Assessment, All designated subject assessments ie: PE, Science, Social Studies.
- Coordination of testing additionally includes, ordering materials, training site assessment coordinators, fielding questions from staff about procedures, coordinating the distribution of testing materials, sending out results to required parties, supporting the Assistant Superintendent in summarizing and analyzing results for the Board and other constituents, supporting schools in the development of assessment schedules, supporting staff in the interpretation of assessment data to make instructional and programmatic decisions.
- Coordinate with the Data Services Supervisor and the CALPADS/SIS Specialist to ensure effective processes for importing and exporting assessment data.
- Support the completion of School Accountability Report Cards; Single Plan for Student Achievement; Local Education Plan; LCAP and Tittle II
- Keep abreast of changing State assessment and reporting requirements.
- Prepare and present professional development for District and site staff on assessment administration requirements.
- Collaborate with the Director Information and Instructional Technology to :
 - identify training needs and facilitate staff development programs that enhance the District's ability to support and maintain all forms of instructional management.
 - facilitate staff participation in the evaluation and selection of new software and materials to support instructional objectives.

- support the technology needs for state and local assessments.
- Coordinate, set-up and communicate Virtual Summer School and track related data.
- Coordinate upgrades to report cards as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge and Abilities:

- Comprehensive knowledge of applicable State and federal laws, regulations and compliance requirement of State and local assessments;
- Ability to effectively communicate orally and in writing ;
- Ability to use technology to analyze, interpret and provide data in a variety of formats to allow for interpretation by the intended audiences.
- Ability to collaborate with others in planning and implementing effective programs, including staff and parent training (as appropriate), within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of State funding allocations methods.
- Knowledge of broad curricula and instructional practices, teaching strategies, content, and resources;
- Knowledge of content and performance standards;
- Experience with peer coaching and curriculum development;
- Experience in designing and implementing staff development;
- Skill in consultation, collaboration, and motivation with adults
- Experience in classroom teaching & ability to model “best practices”;
- Experience in evaluation, coaching, development and implementation of curriculum;
- School and district leadership experience;
- Skill in researching, synthesizing, developing curricula and/or grant proposals;
- The ability to lead highly-energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole; and
- The ability to act as an agent of change;

Qualifications

Required Certification, Education and Experience:

Must have a Bachelors degree from an accredited college or university with major course work in Education or a related field, Master's degree preferred; a valid California Elementary or Secondary Teaching Credential; a valid Administrative Services Credential; and a valid California driver's license.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels
Driving a vehicle to conduct work at other sites

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation and or training in English and, possibly, a designated language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Lift up to 5 or more pounds;
Carry up to 5 or more pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

*Board Approved June 8, 2015;
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