

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II - ASSESSMENT & ACCOUNTABILITY

BASIC FUNCTION:

Under the direction of the Chief Academic Officer, directs, plans, coordinates and oversees standards and assessment activities; designs, studies and develops accountability and assessment instruments and methodologies; provides technical assistance to County schools and districts in the areas of standards, assessment and accountability; coordinates the County-wide efforts to manage data related to standards, student achievement and accountability reporting; assists districts in planning and supporting multi-year educational research; serves as a member of committees related to areas of responsibility; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Directs, plans, coordinates and supervises assessment activities; meets and communicates with Office administration, school district officials and education leaders to refine standards and develop assessment and evaluation plans and strategies.

Designs, studies and develops formative and summative assessments; collects and analyzes data; reports findings in written documentation and oral presentations; selects or recommends software application programs for assessment and reporting requirements; reviews and implements new methods for evaluation assessment education programs and school reform efforts.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignments, terminations and disciplinary actions; trains department staff and other employees on standards and assessment techniques; communicates and consults with supervisors and support staff for planning, review and information exchange.

Provides technical assistance to districts and schools in issues and methods related to standards, assessments and accountability reporting methods to assure compliance with State-wide procedures; coordinates, structures and facilitates County-wide networking of school districts to exchange intervention strategies and manage data related to standards, student achievement and accountability reporting; receive and respond to inquiries relating to program evaluation and educational research.

Provides technical expertise, information and assistance to the Chief Academic Officer regarding assigned programs and projects; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; reviews categorical time accounting data tracking; monitors federal inventory report tracking.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services; participates in forecasting trends; determines school district needs relating to assessment and develop plans for achievement.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develops and prepares the annual preliminary budget for assigned programs and projects; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; serves as a member of committees related to assigned activities; develops, prepares and presents professional development workshops related to alignment of curriculum assessments, resources and standards.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Administration of the academic assessment and accountability program.

Grant and special program management.

Financial and educational statistical analysis methods.

Program building, operations, funding and maintenance.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Direct, plan, coordinate and oversee standards and assessment activities.

Design, study and develop accountability and assessment instruments and methodologies.

Facilitate County-wide networking enabling districts to exchange school/district intervention strategies and practices for reporting student progress.

Develop, prepare and implement professional staff development programs related to curriculum, assessment and resource alignment to State standards and mandates.

Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education or related field and five (5) years increasingly responsible experience in a related field, including three (3) years of related experience including experience in educational statistical research.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California teaching credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials

Approved: Philip J. Gordillo 7/6/2011
Philip J. Gordillo Date
Executive Director of Human Resources