

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER - ASSESSMENT & ACCOUNTABILITY

BASIC FUNCTION:

Under the direction of the Chief Academic Officer, Manager – Assessment and Accountability, provides technical and planning services in the area of assessment and accountability; researches, plans, organizes and provides technical advisory services in the development and implementation of data driven programs and projects; provides direction and leadership to interpret data in the development and implementation of strategic plans for schools; serves as a resource to program representatives and serves as a liaison for special assignments; conducts special studies and in-service training programs; trains, supervises and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the assessment and accountability office; participates in the development and implementation of departmental policies and procedures.

Receives requests for assessment and accountability for related staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in the long and short-range plan with districts, schools and consortia.

Conducts and evaluates training for school personnel; facilitates school teams in planning; provides information and technical assistance to districts, schools and consortia.

Assists in facilitating region-wide Assessment and Accountability Network meetings.

Plans, supervises, facilitates and chairs State and local conferences, advisory committees, consortia, projects and other meetings; serves as liaison between the State Department of Education and school districts; prepares promotional and informational materials for State, regional and local education groups.

Provides assessment and accountability data analysis memorandums to Superintendent, Media & Communication Department and Educational Services Branch.

Assists with departmental and branch planning; researches, develops, and oversees grants; serves as County Office of Education representative or participant on national, State and local committees and task forces.

Participates in or conducts large and small scale assessment studies including preparing a variety of materials, data entry, editing of forms and surveys and preparation of reports and presentation

materials; prepares and formats reports.

Meets with district assessment personnel to conduct orientations and trainings on assessment and accountability.

Performs a wide variety of special projects such as surveys and in-house requests as assigned; inputs information into computerized database and generates a variety of reports and lists; collects and compiles information, documents, file data and records to be included in reports and files.

Designs memorandums of understanding to contract with business partners, district offices, schools, consultants and non-regular employees to implement educational solutions.

Prepares and maintains a variety of reports, records and files related to assessment and accountability and assigned activities.

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

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Operates a computer and assigned software programs, including statistical packages such as SPSS, SAS and others; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Psychometrics and statistical analysis.

Organization and direction of assessment operations and activities.

Organizational assessment requirements, including State, district and classroom level tests.

Strategic planning including educational policies and categorical programs.

Interpretation and use of assessment results.

Program evaluation standards.

Professional development in designing, interpreting and using assessment.

California standards for the teaching profession and California content and process standards in various subject areas covering K-12.

Evaluation/research methods and report-writing techniques.

Laws, rules and regulations related to assigned activities.

Modern office practices, procedures and equipment.

Basic budgeting practices regarding monitoring and control.

Principles and practices of supervision and training.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Organize and direct operations, activities and staff in support of assessment activities.
Interpret, apply and explain State and organizational assessment policies and procedures, including quantitative and qualitative data.
Train and evaluate the performance of assigned personnel.
Consult and coach district and school leaders in support of assessment activities.
Conduct training for teachers and administrators for small group and large audiences.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Perform duties and responsibilities using independent judgment and personal initiative.
Operate a variety of office equipment, including a computer and assigned software.
Respond to requests and inquiries.
Interpret, apply and explain rules, regulations, policies and procedures.
Plan and organize work.
Meet schedules and timelines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in psychometrics, statistics, education or related field and three (3) years teaching or related experience in research and evaluation, with demonstrated experience in assessment and accountability functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials

Personnel Commission Approval: July 8, 2015

AE Casas

Adriana E. Casas
Supervisor, Classification & Recruitment
Classified Personnel Services

July 8, 2015

Date