

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator of Assessment, Research, and Evaluation	REPORTS TO:	Director-Assessment, Research, and Evaluation
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated/Classified Management
FLSA:	Exempt	WORK YEAR:	215 Days
BOARD APPROVAL:	May 7, 2013	SALARY:	Range E2/Tier IV Management Salary Schedule

SUMMARY DEFINITION:

Assist in planning, coordinating, designing, conducting, and supervising 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.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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 principal job elements.)

E = Essential Functions

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 evaluation reports regarding student and program performance; examine and analyze data, and develop recommended methods to improve instructional and intervention 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 coordination of 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, record, 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**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

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.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability using a personal computer, the Internet for research and Microsoft Outlook. Proficiency in applicable computer software programs used by the District. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

Effective management practices and supervision techniques.

Technical aspects of field or 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 communication 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.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; drive a vehicle to conduct work.

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.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

APPROVALS:

Jessica R. Romeo, Assistant Superintendent, Human Resources

Date

Mary C. Shelton, Superintendent

Date