

**PROGRAM SPECIALIST I
ASSESSMENT AND ACCOUNTABILITY****DEFINITION:**

Under supervision of the Assistant Superintendent or designee, assist in the planning, implementation, supervision, coordination, and evaluation of the District's student assessment and accountability program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist school and district staffs with the collection, analysis, and effective utilization of data from formative and summative assessments, including diagnostic/prescriptive, common, benchmark, state and other assessments, to make decisions that support and improve student, school and district achievement.
- Oversee all required local, state, and federal assessments; oversee scoring operations, analyze resulting data and produce related parent, teacher, school, district, and state reports; prepare and present reports on student achievement to all stakeholders.
- Plan, organize, control, conduct, and direct operations and activities related to assessment administration, to include providing staff training, monitoring assessment distribution, coordinating and disseminating results, and analyzing resulting data.
- Collaborate with student data management staff to ensure accuracy and accessibility of data to appropriate stakeholders.
- Oversee the effective use of a student assessment and data analysis system to support national, state, county, district, site, and classroom assessments and reporting.
- Collect and analyze data to assist with the development and monitoring of District and site goals
- Serve as a resource to school sites with the development of school site plans, program reviews and accreditation including data collection and analysis.
- Provide professional development and support for Professional Learning Communities and Data Teams at the school and district levels in the use of the Data Team process.
- Support Building and Instructional Data Teams in the use of formative and summative assessments to develop instructional goals.
- Serve as a collaborative member of the Educational Services team.
- Collaborate with various departments to promote effective practices, policies, measures, and procedures to enhance educational effectiveness and operational efficiency.
- Serve as the District's representative for assessment at State and County meetings and conferences, and disseminate information to appropriate staff.
- Supervise, evaluate and train assigned personnel.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Federal and State laws regarding assessment; school and district policies; state content standards; testing, evaluation, and research methodologies; statistical and computer-based analysis techniques; use of data bases and computerized report preparation; and local, state, and national testing programs.

Ability to:

Lead planning and implementation of assessment; analyze and interpret data; provide effective professional development; communicate effectively, both orally and in writing; establish and maintain effective working relationships.

Experience:

A minimum of three years of successful professional experience that has provided the knowledge or abilities listed above. Classroom teaching experience preferred.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential or pupil personnel services credential and administrative credential, and possession of a valid California driver's license.

Board Approved: May 13, 2008

Revised: June 14, 2014

Board Approved: June 24, 2014