

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL ADMINISTRATOR ASSESSMENT AND ACCOUNTABILITY EDUCATIONAL SERVICES

CLASSIFICATION: Certificated Management
SALARY LEVEL: 79
WORK YEAR: 220

DEFINITION:

Under the direction of the Assistant Superintendent or Senior Director for Educational Services, the Educational Administrator of Assessment and Accountability is responsible for directing, planning, coordinating and overseeing standards and assessment activities; designing, studies and developing accountability and assessment instruments and methodologies; providing technical assistance to Monterey County schools and districts in the areas of standards, assessment and accountability; coordinating the County- wide efforts to manage data related to standards, student achievement and accountability reporting; assisting districts in planning and supporting multi-year educational research; serving as a member of committees related to areas of responsibility; supervising and evaluating the performance of assigned personnel.

SUPERVISOR:

Assistant Superintendent or Senior Director of Educational Services

POSITION(S) SUPERVISED:

Management, certificated and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- 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 evaluation plans and strategies; and to explain State and Federal accountability systems and measures
- 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 and the Local Control Accountability Plan (LCAP); 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
- Provides technical expertise and assistance to district officials in the areas of assessment construction and validation; performs psychometric analyses of formative and summative assessments and interprets reports and presents results; provides technical support and advice to assessment development teams
- 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 and 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
- Attends and disseminates information from the Regional Area Network (RAN) meeting and create effective communication networks to gather, access, and disseminate information, pertinent policies, and regulations related to state and federal accountability systems. Provides leadership for the state's accountability system, including liaison with regional and state systems, collaboration planning activities, and integration of services within the framework of Monterey County Office of Education Educational Services
- Provides assessment and accountability data for the Annual Report; writes press releases to

communicate student achievement results

- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university in education or a related field
- Two (2) years of public school experience in administration
- Three (3) years of public school teaching experience
- Proven experience in increasing levels of responsibility and leadership working with assessment and accountability systems

Knowledge of:

- Administration of the academic assessment accountability program
- Applications, current research, and innovations in academic assessment and program evaluation
- Grant and special program management
- Financial and educational 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

- State and Federal accountability systems and measures and how measures are calculated
- The Smarter Balanced Assessment Consortium and the Common Core State Standards
- Psychometric theory
- Assessment construction and validation
- Research methodology, including instrument design and administration, mixed methods approaches, and report-writing and presentation
- Student information systems, data management systems, data warehousing
- Project management
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Skills and abilities:

- 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
- Interpret complex accountability systems and measures to a variety of consumers
- Interpret the Smarter Balanced Assessment Consortium and the Common Core State Standards to a variety of customers
- Provide leadership to teams developing formative and summative assessments
- Perform complex statistical analysis; interpret results of statistical tests and accurately explain results to a variety of consumers
- 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

Desirable qualifications:

- Doctoral degree in a relevant field
- Knowledge of grant writing/application development process
- Two (2) years of public education experience in supervision or administration in schools with high percentage of English learners

- Bilingual/Biliterate in Spanish
- Bicultural

Licenses and certifications:

- California Administrative Services Credential
- California Driver's License with evidence of insurability

Approved 03.01.16
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