

## Coordinator of Testing and Evaluation

### DEFINITION:

Under the direction of the Assistant Superintendent(s) of Instruction, the Coordinator of Testing and Evaluation directs and coordinates educational research and evaluation for the district; directs and coordinates the analysis and interpretation of the results of district and group testing programs and coordinates the development and use of tests and other data collection procedures. The Coordinator also collaborates with administrators in developing and implementing methods and procedures for enhancing student test performance and meeting district LCAP goals.

### QUALIFICATIONS:

#### Credential:

- Possession of a California Administrative Services Credential or Certificate of Eligibility for Administrative Services Credential

#### Experience:

- A minimum of five years credentialed experience, with two years of administrative experience preferred

#### Other:

- Possession of a valid Class III California driver's license

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports the creation, implementation, and evaluation of the district's student achievement measurements
- Supervises the scoring of various assessments and conducts statistical analyses of results for all schools and areas of group testing conducted
- Develops and delivers professional development on the administration of assessments, use of data, and data analysis
- Prepares informative reports, including graphic tabular and narrative forms, and instructional materials for all stakeholders
- Develops the annual assessment calendar for the district including benchmark, developmental, and summative assessments
- Evaluates on an ongoing basis the district's assessment programs
- Monitors dropout, graduation, discipline, and other accountability data and submits reports to the appropriate personnel and agencies
- Monitors data and report results to all (principals, teachers, & parents)
- Monitors and update student records in PowerSchool and Illuminate
- Coordinates the collection of data needed for the LCAP goals
- Conducts data collection, organization, compilation, analysis, and accurate interpretation of the findings; create and maintain assessment databases, and produce data reports for various audiences.
- Provides technical assistance to school personnel and district office personnel regarding assessment and program evaluation including evaluation of grants
- Works extensively with school administrators and staff on the interpretation and use of assessment information to improve instructional practices and help close achievement gaps
- Performs other tasks and assumes other responsibilities as may be assigned by supervisor
- Provides technical support in various testing and information data systems including the transfer of data between inside and outside sources
- Accesses and reports on data from outside sources such as: ACT, NAPE, CALPADS, TOMS, AP, SAT, OCR, CDRC

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal, state, and local assessments, including the application of FERPA
- Knowledge of current trends, evidence based research, and best practices related to assessment, data analysis, and school accountability requirements
- Ability to effectively assess levels of student achievement, analyze test results and prescribe actions for improvement
- Ability to plan, establish priorities, implement and conduct staff development
- Demonstrated experience closing the achievement gaps in student achievement
- Proven ability in collaborating and negotiating with colleagues in support of instructional leadership efforts
- Ability to create and follow an annual budget
- Have strong interpersonal skills to maintain positive working relationships with all staff using tact, patience, and courtesy
- Knowledge of our district's LCAP and related goals
- Ability to communicate effectively both orally and in writing
- Knowledge of common data programs (Excel, Access, SQL, Jasper)

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff, students and the public.