JOB DESCRIPTION

San Leandro Unified School District

Assistant Director of Assessment, Research & Evaluation

Purpose Statement

The job of Assistant Director of Assessment, Research & Evaluation is done for the purpose/s of planning, implementing, directing and maintaining the district's application and use of assessment and evaluation data and programs within the curriculum and business applications; managing databases, programs and/or systems; evaluating and providing recommendations regarding complementing classroom instruction and business information systems with software applications and computer technology; and conducting professional development trainings.

This job reports to the administrative designee in the Educational Services Department.

Essential Functions

- Compiles data (e.g. assessment, personnel, CALPADS, etc.) for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Coordinates a variety of projects and/or activities for the purpose of ensuring compliance with established guidelines.
- Designs technical courses for the purpose of training personnel in the use of computer application and interpretation of data.
- Implements new computer applications (e.g. online enrollment, etc.) for the purpose of achieving overall objectives of the district.
- Trains teachers and administrators in understanding assessment data and/or related software for the purpose of ensuring success in applying assessment data and/or related software to improving curriculum and instruction.
- Manages assigned programs and/or departmental responsibilities (e.g. CALPADS, Student information Systems, Blended Learning, databases, etc.) for the purpose of achieving outcomes in relation to organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Assists site and district staff with the integration of technology for the purpose of improving instructional practices.
- Researches and makes recommendations around best practices for the purpose of assisting with curriculum and instruction decisions.
- Evaluates data from assessment results for the purpose of informing curriculum and instruction decisions.
- Assists district and site staff with data interpretation for the purpose of informing, guiding, and modifying instructional practices.

- Prepares a variety of materials (e.g. reports, memos, protocols, procedures, manuals, presentations, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding applications and purchases.
- Responds to inquiries for the purpose of providing information and/or direction.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Maintains computer hardware and software applications for the purpose of ensuring availability of instructional materials and district operations.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning projects and programs; managing projects and programs; supervising technical employees; utilizing pertinent software applications; and instructional techniques.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and emerging programming methodology; operating systems, network administration and application programming languages; principles of negotiation/arbitration; instructional methods for adult learners; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with persons of varied backgrounds and technology expertise; establishing and maintaining effective working relationships; maintaining

confidentiality; meeting deadlines and schedules; providing direction; leadership; and setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Administrators Credential

Driver's License & Evidence of Insurability

Teaching Credential

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	Pending Board Approval: 7/31/18	Cert Admin: R17