DRAFT

San Leandro Unified School District

Coordinator of Data and Assessment

BASIC FUNCTION:

Under the direction of the Director of Student Data and Accountability, the Coordinator of Data and Assessment is responsible for coordinating the District benchmark assessment system, including collaborating with schools to update existing benchmark assessments and develop new benchmarks. Oversees and systematizes local assessment databases. Prepares and presents reports on the district benchmark system. Assists in the maintenance, functionality, and implementation of district wide student information system that includes Aeries.net, Aeries Browser Interface, CALPADS, and Edusoft. The coordinator will work collaboratively with school staff on utilizing data driven decision-making for instructional mitigation and program evaluation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Assist in the systemization, implementation, and training of the district wide student information system, including Aeries.net, Aeries Browser Interface, CALPADS, and Edusoft.
2. Coordinate the development, update, printing, and distribution of district benchmark assessments.
3. Ensure that benchmark assessments are valid and reliable, aligned to curriculum, administered correctly, and that all student scores are recorded in a timely manner.
4. Collaborate with site administrators to ensure continuity and consistency benchmark assessments across classrooms and grades levels.
5. Generate data to analyze the benchmark assessment data; prepare and present reports.
6. Work with school to develop and implement benchmark assessment goals and objectives.
7. Oversee and systematize the local assessment databases, including Edusoft and DIBELS.net.
8. Prepare and provide regular training to district and site staff on the use of local databases.
9. Assist with the setup and training of all digital components of curriculum, including computer-based testing systems.
10. Oversee adopted curriculum-specific assessments, such as those used for In-Lieu Program placement.
11. Oversee GATE testing.
12. Develop the District Assessment Calendar and Report Card Calendars.
13. Collaborate with schools to update ELA and Math Pacing Guides and Pacing Calendars.
14. Assist Director in gathering data and generating reports.
15. Participate in assessment policy development and implementations.
16. Supports academic long-range planning and design relative to department effectiveness, benchmark assessments, and academic program development.
17. Support district culture that uses data to drive instruction and mitigation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Assessment development and scoring
- Data driven instruction model
- Educational technology for curriculum and assessments
- One or more local assessment databases, such as Edusoft and/or DIBELS.net
- California Accountability Progress Reporting (APR) System

- Research, assessment and evaluation strategies.
- Techniques and practices of effective implementation of management procedures.

ABILITY TO:
- Utilize advanced Microsoft Excel skills
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with department and school level staff
- Supervise and evaluate the performance of assigned staff
- Effectively transmit knowledge and skill to staff
- Demonstrate leadership, management skills, and team building capacity
- 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
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Direct the maintenance of a variety of reports and files related to assigned activities
- Assist in the management of ongoing operations in the Data & Accountability Department

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Minimum of three years teaching experience, experience in analyzing data from multiple sources, experience in assessment (or a related area) and analyzing data from multiple sources, and advanced training in database software are preferred.

LICENSES AND OTHER REQUIREMENTS:
- California Teaching Credential
- California Administrative Credential
- Valid California driver's license and proof of current California auto liability insurance at time of appointment, and throughout employment in this classification.
- Personal automobile for job-related travel

WORKING CONDITIONS:
ENVIRONMENT:
- Office Environment
- Driving a personal vehicle to various school sites

PHYSICAL DEMANDS:
- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard