

**CLASS TITLE: BERKELY RESEARCH, EVALUATION AND ASSESMENT
(BREA) COORDINATOR**

EXAMPLE OF DUTIES:

Coordinate, implement and administer the assessment, research, and evaluation services of the district; coordinate the administrative analysis, interpretation and results of district testing programs; provide process and product evaluation information to support decisions related to the improvement of instructional and categorical programs.

Provide technical expertise, information and assistance regarding data collection, evaluation and findings.

Implement system-wide assessment programs; coordinate administration, scoring and outcome reporting of the programs; assist teachers and principals in test interpretation.

Assume responsibility for timely production, technical quality and accuracy, completeness and general quality of all reports, documents, grant evaluations and internal and external research projects produced by the department.

Assist with presentations to district and site personnel and community groups.

Communicate with other administrators, district personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Coordinate the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to research and data collection fundings and results; maintain a longitudinal collection of data for reporting to state and federal agencies and for district purposes.

Supervise and evaluate the performance of assigned staff.

Perform related duties as assigned.

Schedule 13, Range 14

BERKELEY UNIFIED SCHOOL DISTRICT

Board Approved: