ACCOUNTABILITY COORDINATOR

OVERALL RESPONSIBILITY

Under the direction of the Director II, Assessment and Evaluation, this position provides technical support to the Assessment and Evaluation Department in the areas of data management, statistical analysis, and test administration. Assist with data collection from various resources, statistical analysis, and reporting; respond to data requests and questions from district staff; coordinate the planning, training, and administration of testing; assist the division on the various types of projects. Work creatively to design, develop, and recommend appropriate action plans and plan, organize, and implement projects independently at a highly professional level.

SPECIFIC RESPONSIBILITIES

1. Consult with administrators, teachers, and other division employees to determine current and anticipated professional development needs regarding test administration and using data to guide instructional practice. *E*

2. Establish learning objectives and goals for staff training sessions involving student data monitoring. *E*

3. Support staff with developing their data analysis and interpretation skills and improving performance. *E*

4. Serve as a resource to teachers, administrators, and other staff to identify professional literature, training materials, and training opportunities regarding test administration as well as the use of student data for instructional planning. *E*

5. Coordinate and assist in the development, organization, and distribution of documentation and training of the Modesto City Schools' assessment program, accountability, and data analysis. *E*

6. Actively seek and attend training, conferences, and webinars regarding data analysis and to increase the knowledge base of local, statewide, and other assessment requirements or trends. *E*

7. Coordinate and assist with the reservations, ordering, inventory, administration, and return of test materials and equipment/facilities as needed. *E*

8. Assist with the development, analysis, maintenance, and professional development related to the local and vendor-based data dashboards. *E*

9. Assist with the coordination, interpretation, timely collection, verification, and submission of state and federal data reporting as required in projects such as Civil Rights Data Collection and CALPADS. *E*

10. Develop and refine school and community data collection tools as needed. *E*

11. Develop and maintain division-wide data files for data warehousing, academic reporting, and State and Federal accountability. *E*

12. Develop processes and best practices for procedures, reports, and training related to data quality initiatives across the department. *E*

13. Determine the overall quality of data; troubleshoot and correct problems with data (e.g., inaccurate or missing data, etc.). *E*

14. Assist with the development and maintenance of a department standard operating procedure manual. *E*

15. Assist with organizing, developing, maintaining, and expanding the use of the local assessment system for data warehousing, assessment building, and academic reporting. *E*

16. Securely collect and transmit needed data from various sources including individual school sites, surveys, web sites, historical data files, data extracts, databases, and external sources. *E*

17. Complete analysis and written summaries of data from formative and summative assessment/testing as well as other assigned projects. *E*

18. Prepare professional quality communication to be included in reports and documents such as board reports, board communications, web sites, district-wide newsletter, and parent handbooks. *E*

19. Maintain and organize current information, training materials, and a library of data/reports on internal and external department web pages. *E*

20. Prepare charts, graphs, visualizations, and slideshows to illustrate data trends. *E*

21. Troubleshoot operational and software problems in the Assessment and Evaluation Department; determine causes of error or stoppage, apply corrective techniques in cases where the problem is software related or refer problem to technical support staff. *E*

22. Assist with assessment, dashboard, and student information programs or portals to maintain user access to assessment and student information or data. *E*

23. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.

24. Perform other related work as assigned.

WORK YEAR

Approved as specified on the Management Schedule.

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability
Minimum Requirements:
Ability to analyze complex requirements, identify problems, and develop logical conclusions and effective solutions.
Ability to extract, evaluate, and analyze data and make sound recommendations.
Ability to clearly document procedures and provide training for staff and end-users.
Ability to prioritize and complete tasks within required timeframes.
Knowledge of state reporting data collection systems used by local education agencies.
Ability to function well in a team environment.
Ability to communicate effectively with both technical and non-technical users.
Ability to establish and maintain effective working relationships with end-users and Information and Educational Technology staff.
Knowledge of and ability to apply problem-solving processes and techniques.
Knowledge of and ability to use current enterprise and cloud-based word processing, database, spreadsheet, and presentation programs to develop and produce correspondence, reports, publications, and presentations.
Ability to use Microsoft Excel or other spreadsheet programs to manipulate data through pivot tables, filtering, sorting, conditional formatting, and advanced use of formulas.
Ability to understand and implement complex oral and written directions given in English.
Ability to independently compose clear, complete and concise correspondence and reports using correct grammar, syntax, punctuation, and spelling.
Ability to work independently with a minimum of supervision.

ACCOUNTABILITY COORDINATOR

QUALIFICATIONS (continued)

Experience

Minimum Requirements:
One (1) or more years of experience in educational measurement or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities; Recent and sustained experience in the use of current versions of Microsoft Office and Google Apps for Education.

Education/Credential
Minimum Requirements:
Bachelor's degree
Valid California Teaching Credential

Desirable Qualifications:
Bachelor's degree in a related field
Valid California Administrative Credential

License
Valid California Driver's License

Physical Characteristics
With or without the use of aids:
Sufficient vision to read small print.
Sufficient depth perception to work on computers and related equipment.
Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
Sufficient dexterity to manipulate small objects, print or write legibly, and use a computer.
Sufficient physical ability to sit or stand for prolonged periods.
Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Director II, Assessment and Evaluation or designee

Cabinet Approved: 2/11/20
Board Approved: