



JOB DESCRIPTION

Assistant Director of Education Services (Accountability & Special Projects)

225 Days- Range E/F Certificated Management Salary Schedule (ESD/HSD)

DEFINITION: Under the direction and supervision of the Deputy Superintendent, provides specialized support to school sites and central office departments to monitor categorical, federal and local funds and grants. The Assistant Director of Accountability and Special Projects is responsible for providing leadership, direction, and staff assistance in areas of specialty funded projects.

DIRECTLY RESPONSIBLE TO: Deputy Superintendent, Education Services

EXAMPLES OF ESSENTIAL FUNCTIONS:

The statements below are intended to describe the general nature and scope of work being performed by this position. This is not a complete list of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Plans, directs, supervises, and provides leadership for a comprehensive system of testing and assessment related to federal, state, and local mandates focusing on high standards of student's achievement to ensure improvement of standards-based instruction and intervention programs.
- Communicates policies, procedures, and information related to federal, state, and district assessments on an ongoing basis to site administrators and district office administrators.
- Provides leadership and collaborates with site administrators regarding the assessment of student progress and educational program effectiveness.
- Work collaboratively in the development and maintenance of a system of multiple measures of student performance which provides evidence for the purpose of evaluation and modification of educational programs.
- Communicates with other administrators, personnel, and outside organizations to coordinate assessment and accountability; exchanges information and develops policies and procedures to encourage effective and efficient management control.
- Learn, interpret and apply school district policies with good judgment and proper discretion in dealing with confidential matters.
- Develops the annual assessment calendar for the district including benchmark, developmental and summative assessments.
- Develops and delivers professional development on the administration of assessments.
- Collaborates on an ongoing basis in the district's assessment programs.
- Supports the creation, implementation, and evaluation of School Plan for Student Achievement (SPSA) and School Accountability Report Card (SARC).

- Attends state, regional, and county workshops on current information and regulation of state and federal programs.
- Collaborate with school site leaders to maximize the impact of community partners.
- Performs other duties as assigned.

EDUCATION/ TRAINING AND EXPERIENCE:

- Valid California Teaching Credential
- Bachelor's Degree required, Masters and/or Doctoral Degree (desired)
- Experience coordinating and working with adult learners
- Teaching and administrative experience preferred
- Demonstrated teacher leadership ability
- Standard employment clearances, and valid California Driver's license

PHYSICAL REQUIREMENTS: The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing. This job is performed in a school environment that includes indoor and outdoor duties.

Board Approval: