

## Livermore Valley Joint Unified School District Job Description

**TITLE:** Director, Assessment & Accountability

**CLASSIFICATION:** LMA

**REPORTS TO:** Assistant Superintendent, Educational Services

### **BASIC FUNCTION:**

The Director of Assessment & Accountability is an instructional leader with primary responsibility for leading student assessment activities and facilitating the planning, implementation, monitoring, and evaluation of State and Federal Programs. This individual is an experienced educator who is knowledgeable about formative and summative assessments, continuous improvement cycle, State and Federal legislation, and regulations affecting curricular programs, assessments, and resources to assist the District in closing the student opportunity gap. The position works collaboratively with site and District personnel and the school community to achieve the District Goals.

### **REPRESENTATIVE DUTIES AND REPONSIBILITIES:**

- Plans, organizes, collects, and disseminates assessment data as needed by schools, departments, Cabinet, Board of Trustees, and the California Department of Education (CDE).
- Implements the operation and evaluation of State and Federal and Response to Instruction and Intervention programs and resources; ensures program compliance with District, State, and Federal laws, rules, and regulations; and coordinates and facilitates parent/guardian and community involvement in programs and projects.
- Provides support to school personnel in the planning, organizing, and coordinating curriculum and related instructional programs to promote vertical and horizontal curriculum articulation at both the elementary and secondary levels.
- Oversees the District's data management system and provides ongoing training in the review and analysis of disaggregated data results to drive instructional improvement.
- Prepares and maintains a variety of narrative, statistical, and evaluative reports, records, and files related to assigned programs and personnel.
- Coordinates the development and completion of the annual Single Plan for Student Achievement, School Accountability Report Card (SARC), Local Control and Accountability Plan, and Local Educational Agency Plan.

- Provides support and guidance to site and District administrators for improving and developing procedures and guidelines to implement, monitor, and evaluate State and Federal programs.
- Facilitates the District's continuous improvement model for instruction, curricular planning, professional development, and assessments for assigned programs.
- Monitors, analyzes, and interprets disaggregated student achievement data results and reports.
- Assists in the facilitation, coordination, and delivery of professional development activities for certificated and classified personnel.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Assists with the development, allocation, and monitoring of the budgets for assigned programs.
- Supervises and evaluates assigned staff.
- Attends and conducts a variety of meetings and represents the Educational Services Department at assigned meetings, events, and District committees.
- Performs other job related duties as assigned.

**SKILLS, KNOWLEDGE AND ABILITIES:**

KNOWLEDGE is required of state and federal funding sources for educational programs and assessments; applicable educational laws, codes, regulations, policies, and procedures; principles and practices of effective supervision, evaluation, and training; English language learner programs and respective federal and state guidelines, assessments, and mandates; state and district curriculum standards and programs.

ABILITIES are required to facilitate and organize committees, instructional coaching, and professional development activities; communicate effectively orally and in writing; establish and maintain effective working relationships with others; operate a computer and assigned office equipment; train, supervise, and evaluate assigned staff; meet timelines and work independently with little direction; analyze situations accurately and adopt an effective course of action; drive a motor vehicle.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Bachelor of Arts required; Master's Degree preferred. Valid California Administrative Services Credential preferred.

**EXPERIENCE:** Site administration experience required; principal experience preferred.

**EQUIVALENCY:** A combination of at least five years successful K-12 teaching and increasingly responsible supervisory experience.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal and local laws, and Board Policy.

**TERMS OF EMPLOYMENT:**

- 12 month position – 220 work days
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with the agreement between the Livermore Management Association and Livermore Valley Joint Unified School District

**SALARY RANGE:** Leadership Team Salary Schedule

**FLSA STATUS:** Exempt

**Work Environment:** The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

**Completion by Human Resources:**

<b>Board Approval Date -</b>
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement:
<b>Change Effective date:</b>