

Position: Coordinator of Research, Evaluation and Assessments
Department: Education Services
Reports To: Assistant Superintendent

SUMMARY

Plan, direct and implement highly visible and proactive program of research, evaluation and assessment providing both sound theoretical information and relevant and useful evaluation designed to support and improve the effectiveness of learning, teaching and leading teachers, school, and students in the Pajaro Valley Unified School District.

ESSENTIAL TYPES OF DUTIES (Examples)

- Plan, organize, implement and direct the functions of Research, Evaluation and Assessment Services including research and evaluation, system-wide Federal, State and local testing and reporting, data analysis, and production activities.
- Design, oversee, and facilitate development of a variety of student achievement data reporting tools and displays, and assist central office and school site staff to use data to inform practice.
- Establish and implement a timely and practical schedule for the preparation and release of research, program evaluation and assessment plans and reports.
- Manage optimum use of research, evaluation, and assessment data at the school site and District level for improvement planning, and decision-making.
- Direct and oversee implementation and revision of the local educational assessments.
- Administer and oversee functions, including administration and scoring of district assessments, mandated and supplemental data analysis and reporting, program evaluation, and internal and external research.
- Act as manager for School Accountability Report Card.
- Provide technical expertise, information and assistance to district staff, the development of policies, procedures and programs; provide recommendations in response to unusual trends or problems.
- Research and implement technology solutions and data tools that will assist the District and the school sites in gaining access to information and data for purposes of planning academic program focus and strategy.
- Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

DRAFT

This position requires a combination of leadership and professional-level skills in program administration, data collection research program evaluation and assessment.

NATURE AND SCOPE

Works with minimal supervision to carry out a wide range of senior administrative duties in support of all assessment district-wide. Under general direction, organizes, coordinates, implements and analyzes assessment data, assuring that educational standards are accomplished. Data team process processes toward the coordination and analysis of student data. Maintains continuous contact with other departments and school and district leadership and state and federal agencies.

QUALIFICATIONS

Knowledge and Skills: Requires advanced specialized professional-level knowledge of concepts, principles and practices in education and administration. Requires a thorough and in-depth knowledge of all areas of evaluation and assessment. Requires well-developed human relations skills sufficient to conduct training and presentations to various audiences. Requires advanced language and writing skills to support report writing and the development of training materials. Requires skills sufficient to be able to access and analyze data and create comparative reports.

Abilities: Must be able to perform all the duties of the job that support its objectives. Requires the ability to plan, prioritize and assign work in order to meet yearly schedules and timelines. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school and/or district setting.

Physical Abilities: Requires sufficient visual acuity to recognize words and numbers; auditory capacity to speak and hear in public settings; and ambulatory ability to make presentations and travel to other locations.

Education and/or Experience: Requires the equivalent in education and experience to a Bachelors Degree in Education and at least 3 years of increasingly responsible teaching experience.

Licenses and Certificates: Requires a valid California Teaching Credential and a Driver's License, and an Administrative Credential.