

# **ORANGE UNIFIED SCHOOL DISTRICT**

## **Coordinator, Student Assessment and Educational Measurement**

### **DEFINITION**

Under general direction is responsible for providing District-wide services and leadership in the area of student assessment and educational measurement related to the state testing system, the Common Core State Standards (CCSS) and the Smarter Balanced Assessment Consortium (SBAC). The Coordinator will collect, analyze and use student data; provide for group testing, educational accountability and measurement; coordinate all aspects of state and District testing, measurement and evaluation programs; compile, analyze and report test and benchmark results; plan, organize and conduct professional development related to the District's testing program and student assessment; and perform related functions and responsibilities as required. This position is directly responsible to the Administrative Director.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires expertise in research methods, assessment strategies, educational measurement, technology-enhanced assessments and K-12 curricular programs. The job requires the ability to analyze issues, utilize technology, articulate educational measurement, and offer alternative solutions for complex tasks. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the District.

This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods and lifting and/or moving up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, dexterity and mobility for working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **ESSENTIAL DUTIES**

- Organizes, directs and supervises all aspects of the District assessment programs, including state, CCSS, SBAC and other external testing programs.
- Directs the distribution, scoring, reporting and interpreting of District assessment programs, including state, SBAC and other external testing programs.
- Coordinates the design, implementation and reporting of evaluation studies of District programs including categorical programs and a multitude of data management systems.
- Participates in the development of the District instructional goals, research, assessment instruments and instructional techniques.
- Delivers reports and performs training utilizing a multitude of technology and data analysis tools that requires a high level of proficiency and expertise with digital resources.
- Acts as a resource for the District in areas of expertise.

### **OTHER DUTIES**

- Collaborates with K-12 Curriculum and Instruction personnel to make decisions regarding student assessment, student achievement results, and planning for support to schools.
- Participates in the budget planning process and in the development and implementation of expenditure control procedures as it relates to assessment and research.
- Conducts professional development and in-service training programs regarding various assessment areas for principals, teachers and staff.

- Serves on various District and community advisory committees.
- Prepares a variety of management and program evaluation reports as required.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, techniques, strategies, goals and objectives of public education;
- State Testing, SBAC, and student assessment and progress monitoring techniques
- Methods, techniques, procedures and strategies concerning the assessment and evaluation of instructional programs and curricular methods;
- Legal mandates, policies, regulations and operational procedures pertaining to assessment and research;
- Human relations and conflict resolution strategies for working and communicating with others;
- Research and development designs, methods, strategies, processes and techniques;
- Technology-enhanced assessment, digital literacy, and technology integration in Curriculum.
- 21<sup>st</sup> Century/Next Generation Assessment Requirements

### **Ability to:**

- Provide specialized resource support and coordination of creative and innovative assessment programs;
- Formulate, implement and interpret research;
- Serve as a resource to instruction and leadership personnel;
- Establish and maintain effective organization, community and public relationships;
- Communicate effectively in oral and written form with correct English usage, grammar, spelling and punctuation.
- Understand and carry out oral and written directions with minimal accountability controls;
- Plan, organize and coordinate a variety of projects simultaneously;
- Establish and maintain cooperative and effective working relationships;
- Operate complex technology, effectively manage new applications and integrate digital resources.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:** Three years of successful educational experience with background in educational research, measurement, assessment and program evaluation and the successful completion of an administrative training program. Experience in coordination, supervision and/or school administration preferred.

**Education:** Master's or higher degree from an accredited college or university in educational administration, educational research instructional technology or a closely related field. Training beyond credential requirements in statistics, assessment and research methods and materials preferred.

## **OTHER REQUIREMENTS**

**Certification Requirement:** Possession of a valid California credential authorizing service as an administrator in education.

**License:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.