

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Director, Assessment Services	<b>REPORTS TO:</b>	Executive Director, Standards, Assessment, and Accountability
<b>DEPARTMENT:</b>	Standards, Assessment, and Accountability	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	032 AASD
<b>REVISED:</b>	January 1, 2007		

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### BASIC FUNCTION:

Direct, coordinate, and oversee the administration and implementation of federal, state, and district assessment programs and related data processing activities. Assist in and facilitate development of a variety of student achievement data reporting tools and displays, and assist central office and school site staff in the interpretation of data.

### REPRESENTATIVE DUTIES:

Plan, direct, and supervise the administration and implementation of state, federal, and district assessment programs and establish and monitor all test security procedures. *E*

Plan, direct, and communicate the district testing calendar. *E*

Plan, direct, and supervise the ordering, distribution, collection, processing, shipment, scoring, and reporting of individual student results for state, federal, and district assessment programs. *E*

Plan, direct, and supervise the professional development of site test coordinators and the activities and communications that support their work. *E*

Communicate policies, procedures, and information related to state, federal, and district assessment programs on an ongoing basis to site administrators, Area/Assistant Superintendents, and other central office administrators. *E*

Perform liaison duties with the Information Technology Department to support district assessment programs, including development, processing, and scoring of test materials, related data reporting activities, and the development of a school-accessible student database. *E*

Assist in the analyses of state, federal, and district assessment data and the interpretation and reporting of results to the Board of Education, the Superintendent, Area/Assistant Superintendents, district managers, site personnel, the California Department of Education, community agencies, and the news media. *E*

Train, supervise, and evaluate the performance of assigned staff; provide for continuing departmental staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Consult with curriculum personnel in appropriate uses of test information and the development of district curriculum materials and assessments. *E*

Consult with Area/Assistant Superintendents in their interpretation and use of school achievement information. *E*

Provide technical expertise, information, and assistance to the Executive Director regarding assigned functions and advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*

Plan and develop the annual budget for the Assessment Services Department and monitor, control, and authorize expenditures in accordance with district procedures. *E*

Represent the district at local, state, and federal meetings and other activities and remain current on all laws, regulations, and codes affecting assessment programs. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, or experience equivalent to a master’s degree from a college or university in educational research and evaluation, planning and accountability, statistics, or other related field; higher-level degree or equivalent is recommended and preferred; and five years of progressively responsible experience in education or a related profession, with at least three years experience in an educational institution or setting, and at least two years of leadership or management experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State and federal laws, regulations, and codes applicable to state and federal testing programs and accountability processes.

District policies and procedures related to assessment, accountability, standards, curriculum and instruction, data access and confidentiality, and other related areas.

District literacy, mathematics, science, and history/social science curricula in order to provide assistance in appropriate assessment development and provide guidance to sites regarding the administration of appropriate national, state, and district assessments.

California State Content Standards.

Oral and written communication skills to effectively communicate with the Board of Education, administrators, teachers, other staff, parents, various district advisory groups, community members, and the news media.

Process of grant application, review, and implementation.

Data analysis processes and proper evaluation procedures.

Principles and practices of administration, supervision, and professional development.

Principles and techniques of budget development and management.

**ABILITY TO:**

Keep current about related educational research and trends and applicable federal, state, and district laws, rules and regulations, codes, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Develop presentations and conduct professional development.

Plan, prioritize, and manage programs, projects, and budgets to meet timelines and utilize resources effectively.

Analyze problems, make decisions, and be responsible for those decisions.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment

Fast-paced work, short timelines, frequently changing priorities and assignments.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Revised 1/01/07

Job Code 1191

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