

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Executive Director, Standards, Assessment, and Accountability Division	REPORTS TO:	Deputy Superintendent
DIVISION:	Standards, Assessment, and Accountability Division	CLASSIFICATION	Management
FLSA:	Exempt	SALARY:	038
REVISED:	August 25, 2009		

BASIC FUNCTION:

Direct, coordinate, and oversee implementation of federal, state, and district requirements related to educational planning and accountability, internal/external research and program evaluation, data analysis and reporting, districtwide application; coordinate, inform, and manage development, implementation, and communication related to districtwide reform initiatives, policies and procedures, and reporting.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Inform and support districtwide implementation of state academic content standards and support/promote integration of standards, curriculum and instruction, professional development, assessment, and accountability. ***E***

Oversee administration and/or scoring of national, state, district, and voluntary assessments, ensuring requirements associated with test administration, timelines, and reporting are met; direct development and administration of district assessments (e.g., End-of-Course Examinations) and related training activities. ***E***

Direct the administration and implementation of district, state, and federal planning and accountability requirements, including Academic Performance Index and Adequate Yearly Progress measures, goal-and target-setting processes, and school site plans. ***E***

Serve as a resource and liaison for the Board of Education, district leadership, school and district staff, district advisory committees, parents and community groups, and state and federal agencies on issues related to student achievement, district, state and federal planing and accountability, assessment, research and evaluation, standards-based reform, and associated legislation/mandates. ***E***

Direct and oversee implementation and revision of the district Course of Study and the associated Uniform Course File, including annual course reviews and updates, and maintenance of the electronic course file; inform the work of the Interdivisional Curriculum Committee. ***E***

Direct and oversee administration of state and district policies related to students at risk of not meeting state standards, including implementation of associated procedures, annual review and revision of performance expectations and documentation guidelines, and training for district and school site staff. ***E***

Direct data analysis and reporting activities associated with federal, state, county, and district mandates. Direct school-level data reporting/monitoring requirements, including development of customized reporting instruments; conduct specialized data analyses to inform district practice and monitor school achievement and progress (including charter schools and district pilots). *E*

Inform the development and deployment of the districtwide application; direct on-going activities to maintain and modify the DWA; serve as liaison between the Office of the Deputy Superintendent and the Information Technology Department with respect to the DWA and other data management and access issues. *E*

Represent the district at local, state, federal, and national meeting and other activities; remain current on laws and regulations affecting programs under the supervision of the division; review federal and state legislation and policy in order to make recommendation regarding district position. *E*

Provide technical expertise, information and assistance to the Deputy Superintendent regarding assigned functions; assist in the development of policies, procedures and programs; provide recommendations in response to unusual trends or problems. *E*

Compile information and prepare and disseminate a variety of informational reports, concepts and policy papers, status reports, studies, brochures, and material for the Board of Education, district staff, parents, and other groups in the areas of division responsibility; prepare and deliver presentations to the Board of Education, district staff, parents, and other groups in the areas of division responsibility. *E*

Ensure regular communication and collaboration with the Instructional Support Services Division, the Information Technology Department, the Testing Unit, and other district divisions/branches. *E*

Promote and ensure regular interaction with community and business leaders and organizations (e.g., Business Roundtable); represent the Deputy Superintendent and Superintendent at business and community functions. *E*

Travel outside the district to represent the district at professional gatherings and policy-setting meeting; prepares and deliver presentation to high-profile audiences beyond the district. *E*

Select, train, supervise, and evaluate performance of assigned certificated, technical, and classified staff. *E*

Operate a computer using office software for word processing, database, spreadsheet, and project management. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in a field related to educational research, program evaluation, measurement and statistics, social science, or other appropriate field, and ten years of increasingly responsible experience in education or a related profession, with at least five years experience in an educational institution or setting, including substantial leadership and management experience related to one or more of the following: educational assessment and accountability, academic standards, school planning, program evaluation, data analysis and reporting, categorical programs, large-scale data systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid California Teaching Credential and Administrative Services Credential are desirable but not required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current state and federal laws, regulations and code applicable to planing, assessment, accountability, and categorical programs.

Principles of educational reform, research and evaluation program monitoring, data analysis and reporting.

District educational initiative, programs, and policies.

District policies related to standards, assessment, and accountability, planning.

promotion/retention, curriculum and instruction, data access and confidentiality, and related areas.

Large-scale student information data systems.

Principles and practices of administration, supervision and professional development.

Principles and techniques of budget preparation and control.

ABILITY TO:

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

Establish and maintain cooperative and effective working relationship with others.

Make presentations and conduct trainings.

Plan, prioritize and manage programs, projects, and budgets to meet timelines and utilize resource 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:

Office environment.

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

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 presentation; seeing to read and write reports.

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