

TITLE: COORDINATOR OF ASSESSMENT/RESEARCH/ACADEMIC PROJECTS

QUALIFICATIONS

Knowledge of

1. The California Assessment of Student Performance and Progress (CAASPP)
2. Academic and diagnostic testing and inventories that are criterion referenced, Standards based, and norm referenced, including but not limited to CAASP,EAP, AP, SAT, ACT, Fitnessgram, CELDT, CAHSEE, MDTP, and local assessments such as Scholastic Reading and Scholastic Math; Measures used to evaluate intellectual capacity such as the Raven.
3. Data collection, analysis, interpretation, and communication for comprehensive school-wide improvement including metrics developed in the Local Control Accountability Plan.
4. Current trends in educational assessment, research, school improvement, and accountability.
5. Academic projects such as internships in CTE, competitions, and special events.
6. Laws, regulations, policies, and procedures pertaining to public school funding (LCFF).
7. Budgeting items and processes for Assessment and assigned academic projects.
8. Staff development, supervision of instruction, legal implications, personnel management, personnel and program evaluation.
9. Correct English usage, spelling, grammar, and mathematics.
10. Personal computer equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
11. Safety rules and regulations for this position.

Ability to

1. Be a productive and active team member.
2. Effectively supervise a variety of personalities.
3. Make accurate and timely decisions.
4. Learn and implement Board Policies, Administrative Regulations, and district procedures in assessment and categorical programs.
5. Work successfully with diverse groups of people.
6. Work both collaboratively and independently.
7. Communicate effectively in both oral and written form.
8. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
9. Establish and maintain effective working relationships with those contacted in the performance of required duties.
10. Establish and maintain effective and continual internal communications with staff members, district and community leaders, and others contacted in the performance of required duties.

Training and Experience

1. Possession and maintenance of a valid and appropriate California Administrative Services Credential desirable.
2. Possession and maintenance of a valid California Teaching Credential.
3. Master's Degree in educational administration or an area related to curriculum, instruction, or assessment.
4. Minimum of three years of successful teaching experience.
5. Minimum of three years of successful curriculum leadership experience at a site, district, county, or state level.

REPORTS TO: Assistant Superintendent of Educational Services or designee.

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
COORDINATOR OF ASSESSMENT/RESEARCH/ACADEMIC PROJECTS**

Page 2 of 3

SUPERVISES: Assigned related classified support personnel

JOB GOAL: To provide leadership in the coordination of the district's K-12 assessment program and metrics used to write and evaluate the Local Control Accountability Plan (LCAP); provide support for academic projects and programs including summer school and competitions.

ESSENTIAL FUNCTIONS

1. Maintains a District Haiku page for Assessment
2. Coordinates all district testing.
3. Attends Riverside County Assessment Network and facilitates Assessment Council.
4. Recommends and trains staff on the use of data management systems.
5. Facilitates the data analysis of all assessments.
6. Assists school administrators and teachers with the interpretation of student performance data.
7. Coordinates the use of student performance data to improve the instructional program.
8. Assists school administrators and teachers with the identification of low performing students.
9. Supports the Executive Directors and Directors in Educational Services.
10. Serves as District summer school administrator.
11. Serves as District coordinator for District competitions and events such as Spelling Bee, Field of Honor Band and Choir concerts etc.
12. Assists with the preparation of the School Accountability Report Cards (SARC).
13. Assists with Single Plans for Student Achievement (SPSA) and the Local Control Accountability Plan (LCAP).
14. Assists school administrators with WASC efforts.
15. Assists school administrators with California Distinguished School and National Blue Ribbon School applications.
16. Develops, maintains, and monitors all assigned budgets.
17. Is a member of the Administrative Council.
18. Supervises and evaluates personnel assigned.
19. Assumes responsibility for personnel professional growth and development by keeping current with the literature and new research findings as well as by attending appropriate professional meetings and conventions.
20. Performs other duties as assigned.

OTHER FUNCTIONS

1. Provides in-service at school sites that request programs related to the knowledge, duties, and skills required in the position.
2. Serves on the appeal panel related to pupil promotion and retention.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screens of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to thirty (30) pounds occasionally.
8. Able to carry up to thirty (30) pounds occasionally.
9. Able to operate office machines and equipment in a safe and effective manner.

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
COORDINATOR OF ASSESSMENT/RESEARCH/ACADEMIC PROJECTS**

Page 3 of 3

TERMS OF EMPLOYMENT: 205-day work year
Certificated Management, Cabinet-level

EVALUATION: Performance of this job will be evaluated in accordance with provisions in the Board's policy on Evaluation of Professional Personnel. The evaluation will be completed by the Assistant Superintendent of Educational Services.

Approved by: Board of Education

Date: June 26, 2014

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE AND
AN EQUAL OPPORTUNITY EMPLOYER**