

COORDINATOR OF ASSESSMENT AND SPECIAL PROJECTS
Assistant Principal Salary Range - 218 Days

DEFINITION

The Coordinator of Assessment and Special Projects is a multi-subject credentialed administrator who has both content and instructional expertise in all areas of the curriculum including Mathematics, English Language Development, Science, and English Language Arts. The person will assist the Director of Curriculum and Instruction with the planning, implementation, and evaluation of a comprehensive curriculum and assessment system. The Coordinator will provide leadership, coaching, assistance, professional development, and short and long-range planning guidance in all areas of the development and implementation of the District's TK-6 language and mathematics programs, including a focus on all state and local assessments, as well as the analysis of student achievement data. The Coordinator plans and facilitates professional development activities aligned to the curriculum and assessment system and has knowledge of accountability related assessments including but not limited to: California English Language Proficiency Assessments for California (ELPAC), Naglieri Non-Verbal Ability Test (NNAT), California Assessment of Student Performance and Progress (CAASPP) and related assessments, and several common formative assessments and benchmarks.

DIRECTLY RESPONSIBLE TO: Director of Curriculum and Instruction

EXAMPLES OF DUTIES:**Assessment**

- Develops, plans and implements the District's assessment and accountability system that includes the following elements:
 - Framework and yearly calendar to efficiently guide assessment development
 - Data and assessments cycle that comprises gathering, analyzing, planning, grading, and reporting
 - Professional development for staff and administrators
 - Use of technology to efficiently utilize assessment analysis, collection, development, and implementation
- Leads administrators and teachers in integrating formative assessment practices in schools and individual classrooms

- Plans, monitors, and evaluates the instructional programs, through use of State and local assessments and reports
- Provides training and leadership for school teams to inform practice at the site level
- Facilitates the implementation and interpretation of all State and local assessments through appropriate scheduling, training of staff, monitoring assessment process, and reporting of information (i.e. CAASPP, CAA, NNAT, ELPAC, etc.)
- Reviews assessment results for accuracy and update relevant data as needed
- Maintains, monitors and reports student progress and achievement to appropriate stakeholders
- Provides technical support to school staff responsible for local and State assessments

Programs

- Assists with planning and implementation of District's Mathematics, English Language Arts, Science, Gifted and Talented Education (GATE), and English Language Development (ELD) programs
- Facilitates the creation of a Dual Language program within the District
- Provides on-site administrative support in establishing a dual language program: maintaining records of parent requests for language programs, assisting administrators with recruitment and enrollment, assisting Student Support Services with placement in the program, selection of instructional materials, addressing parent questions, and updating board policies
- Works cooperatively with other site and District personnel to ensure articulation between the dual language program and other school site programs at all project schools
- Assists with the planning and implementation of State and Federal programs for English Learners in compliance with state, Title I and Title III guidelines
- Facilitates programs and procedures related to the identification, monitoring of student progress, and reclassification for English Language Learners and monitoring of student progress for students who have been identified as Reclassified Fluent English Proficient (RFEP)
- Supports teachers with resources in scaffolding, designing, and implementation of the ELA/ELD Standards for effective instruction during integrated and designated ELD
- Coordinates the monitoring of student progress of language acquisition for English Learners and students enrolled in Dual Language Immersion programs in both the target language and English
- Maintains accurate records and update federally required documents for the Title III English Learner and Immigrant programs and monitor for compliance

- Prepares, organizes, and delivers professional development for teachers on a variety of topics including but not limited to GATE and English Language Development Programs
- Supports teachers with resources and strategies to design and implement a GATE program including but not limited to lesson differentiation, projects, activities, and extension of curriculum.

Support

- Works collaboratively with staff to design, develop, implement and evaluate instructional programs and special projects
- Coordinates, plans, facilitates, and schedules activities to include committee meetings and professional development
- Researches and recommends the use of instructional materials designed to provide support to the instructional programs for all students
- Provides demonstration lessons at a variety of grade levels to assist and support teachers with their use of the curriculum to model effective instruction and support student achievement
- Develops model lessons, provides professional development, and assists teachers in groups and individually on creating and using lesson planning that meets instructional requirements
- Communicates program responsibilities and other information to school Principal, staff, parents, District staff, and community members
- Assists site teams with development and implementation of Single Plan for Student Achievement (SPSA)
- Prepares and maintains all reports and documentation required by Federal and State agencies, as needed
- Evaluates, writes, submits, and administers grant awards
- Collaborates with community organizations, consulates, embassies, and cultural organizations in support of the language program.
- Performs other related duties as assigned

QUALIFICATIONS GUIDE:

Knowledge of:

- California Content Standards and Frameworks (e.g. ELA/ELD, Math, Science, Social Studies)
- Assessment and Accountability Systems
- Educational Leadership and Adult Learning Theory
- Effective presentation and training methods
- New technologies of media storage and delivery
- Data management and preparation of reports

- Specific knowledge in area of individualized instruction, testing and diagnosis, methods of remediation, curriculum development, community outreach and service learning.

Ability to:

- Assume responsibility for completing assignments, following oral and written instructions, and managing technology integration projects
- Plan, prepare, and articulate a budget with multiple categories and expenditures
- Identify, plan and articulate future education programs, approaches and methods to meet student needs
- Communicate effectively, orally, and in writing.
- Manage and prioritize multiple tasks
- Apply time management, conflict resolution and team building skills
- Work independently at complex tasks
- Provide professional staff development training
- Establish inter- and intra-agency communication and collaboration
- Exercise sound judgement
- Work well with all district personnel and other committees to achieve desired product
- Maintain confidentiality
- Compile and maintain accurate records

EDUCATION & EXPERIENCE

Credential/Licenses Required

- Valid California Teaching Credential with elementary authorization
- Valid Administrative Credential
- CLAD Certification
- Valid California Driver's' License
- 5 years successful teaching experience at the elementary level

Desired Qualifications

- Successful Site and/or District Level Administrative Experience
- Additional training and proficiency demonstrated in the areas of English Language Development, Assessment Programs, and GATE
- BCLAD Certification or written and oral proficiency in a second language

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten and/or typed documents, and the display screen of various office equipment and machines
- Vision which allows accurate observation from a distance
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to demonstrate manual dexterity needed to operate a computer and other office equipment in a safe and efficient manner
- Able to conduct verbal conversation in English
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to demonstrate manual dexterity necessary to operate calculator, and computer keyboard at the required speed and accuracy

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.