

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Manager of Assessment and Program Evaluation

Job Purpose Statement/s: The Manager of Assessment and Program Evaluation is responsible for administering, monitoring, and coordinating district assessment and accountability programs. As a member of Education Services, the manager plans and conducts assessment programs and evaluation projects for federal, state, and local agencies; assists school sites by providing related services including staff development, promotion/retention/intervention reports, data reports, and plans for improvement; and guides school sites on the utilization of disaggregated data to improve student performance.

Essential Job Functions:

- Manages statewide and local assessment and evaluation projects.
- Develops timelines and communicates with district and school personnel.
- Oversees data collection for evaluation and assessment projects.
- Manages scoring of assessments.
- Oversees completion of tasks related to administration of assessments.
- Serves as liaison for statewide assessment programs with the California Department of Education Standards and Assessment Division, various County Offices of Education, and district staff.
- Provides data and statistical analysis support.
- Coordinates and implements special assessment projects.
- Develops and monitors assessment related program budgets and expenditures.
- Works with technology personnel to develop and refine student achievement databases.
- Provides appropriate assessment data for School Accountability Report Cards.
- Provides information and analysis needed to satisfy program evaluation requirements for grants, legislation, and state and/or federal funds.
- Coordinates the school district's Climate Survey.
- Selects, trains, motivates, and evaluates personnel as appropriate; provides and/or coordinates staff training; works with employees to correct deficiencies as appropriate.

Other Job Functions:

- Attends workshops and conferences for the purpose of ongoing training for improvement of professional knowledge and skills.

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- Trains test coordinators and other staff on all aspects of assessment systems.
- Works collaboratively with divisions and departments to meet District goals to ensure alignment of programs, services and operations.
- Attends and participates in meetings for the purpose of conveying and gathering information required to carry out the roles and responsibilities of the position.
- Stays current with research and assessment materials through a variety of activities.
- Prepares administrative reports and performs other duties as required.

Job Requirements - Qualifications:

Education and Experience Requirements:

- Bachelor's degree in education or related field or three-five years equivalent work experience in education or related field.
- Prior job related experience with increasing responsibility.
- Prior job related experience with assessments, software evaluation, and project management.

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of District identified computer applications; use English in both written and verbal form; use correct spelling, grammar and punctuation.
- Knowledge of student assessments; performance assessments; School Accountability Report Card; grants; effective project management; data collection, analysis and reporting; district organization, operations, policies and objectives; budget preparation and administration; data collection technology; and federal and state regulations.
- Abilities to interpret and apply District policies, laws, rules, and regulations; assess priority situations and implement appropriate activities without direction; plan, develop, and maintain detailed administrative programs for the successful operation of all aspects of position responsibilities; manage work-related activities in a manner conducive to efficient performance, high morale, and effectiveness; establish harmonious and effective work relationships with administrators, outside agencies, staff, and community members. Significant physical abilities include reading/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation

Licenses, Certifications, Bonding, and/or Testing Requirements:

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- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculin Clearance.

Reports to: Assistant Superintendent-Education Services and/or other designated administrator/coordinator

Work Year: 225 days

Salary Placement: Classified Management Salary Schedule
Range GG

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Management Team.

Board Approved: August 15, 2013