

COORDINATOR, ASSESSMENT AND EVALUATION/CAREER TECHNICAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director of Curriculum and Instruction 9-12, plan, organize, coordinate and implement District assessment programs and instructional activities; analyze and prepare data reports; manage and oversee instructional programs, facility coordination, curriculum development, community agreements, advisory committees, instructional activities and class schedules to support Career Technical Education programs, work-based learning and services; coordinate activities, communications, resources and information between ROP personnel, Community Partners, District Office, and school personnel to assure smooth and efficient instructional operations and activities; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, coordinate and implement assessment programs and instructional activities; create District benchmarks; prepare core instructional materials; manage and oversee Career Pathway instructional programs, facility coordination, curriculum development, instructional activities and class schedules in support of CTE programs and services; participate in the development and implementation of educational career and technical education courses offered by the District and ROP as well as work-based learning opportunities; coordinate facilities for ROP classes and activities.

Visit various schools and community sites to monitor and evaluate instructional programs and services to assure compliance with established goals, procedures, guidelines, and regulations; evaluate effectiveness of instructional programs and services; assist in the implementation of instructional and curriculum modifications as appropriate.

Confer with teachers concerning curriculum, curriculum development, instructional strategies and budget allocations; respond to inquiries and provide information concerning instructional programs and services offered by ESD/CTE; provide training to teachers concerning proper instructional techniques and procedures; prepare and deliver oral presentations to promote career technical education; serve as an informational source.

Attend and participate in a variety of meetings, in-services, and conferences to enhance instructional services and programs; serve on a variety of committees.

Utilize assigned software, programs and databases to access student data, prepare reports, prepare presentations, develop assessments, and provide resources for teachers.

Collaborate with administrators in the planning, developing, and implementing instructional and curricular goals, objectives, policies, and procedures. Plan, organize, and implement long- and short-term programs and activities designed to enhance assigned program s and services.

Collaborate with other administrators to oversee State mandated testing and assessments, including Smarter Balanced Assessment, California Standards Tests (science) grade 5, California Alternative Performance Assessments (CAPA), Standards tests in Spanish (STS), and Physical Fitness Test grade 5; develop, distribute, and oversee the implementation of District Benchmark Assessments; analyze data of State and District assessments and prepare reports.

Work with site test coordinators on pre-test trainings and ordering of materials; order Pre-ID files and supplemental materials; supervise delivery of materials to sites; collect and return materials to state identified contractor for scoring; collaborate with IT to download test files and upload into assigned database after each testing; perform data corrections pre- and post-testing; develop a system to check and correct pre-id file for each site and the District prior to testing cycle.

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Coordinate and implement work-based learning program/activities for students that includes supervision of work experience and ESD staff and development of opportunities within the district and county for students to participate in career awareness, exploration, preparation, and training programs.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel, financial activity, instructional services and programs, curriculum and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Complete grant applications for CTE/Pathway related funding. Monitor grant requirements for new and existing grants and advise site administration and staff regarding program requirements.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, Organization and management of curriculum and instructional activities.

Instructional methodologies, strategies and curriculum standards.

Current research and trends in curriculum and assessment.

Effective teacher development programs and strategies.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping and report preparation techniques.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, manage and oversee instructional programs and instructional activities, facility coordination, curriculum development, instructional activities and class schedules in support of CTE Pathway program and services.

Coordinate activities, communications, resources and information between CTE personnel, District personnel and school personnel to assure smooth and efficient instructional operations and assessment activities. Monitor and evaluate instructional programs and services.

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Supervise and evaluate the performance of assigned personnel.
Work with community businesses and organizations.
Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Maintain records and files and prepare comprehensive narrative and statistical reports.
Prepare comprehensive narrative and statistical reports.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional:

Required: Master's degree in education, business administration, public administration, or related field and three years site leadership experience in a public-school setting with increasingly responsible site leadership experience, including curriculum development.

Personal:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL

Must hold a valid Clear Administrative Services Credential.

Must possess a valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office/classroom/outdoor environment.
Driving a vehicle to conduct work.
Variable hours.

HAZARDS:

Dissatisfied or abusive individuals.