

## JOB DESCRIPTION

May 2024

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **COORDINATOR, ASSESSMENT AND ACCOUNTABILITY**

#### **General Purpose:**

The Coordinator, Assessment and Accountability is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. The Coordinator, Assessment and Accountability provides leadership to Placer County Office of Education (PCOE) programs in the areas of assessment, state and federal programs, program monitoring, and accountability. This is a certificated management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Provides direction, assistance, and support to improve student achievement by focusing on research-based instructional programs, student assessment results, and instructional strategies for PCOE student programs.
- Provides data analysis and data visualization for PCOE programs.
- Ensures data quality and accuracy related to student and staff data.
- Designs and delivers professional development activities for educators in administering state and local assessments and evaluating state and local assessment data to inform instruction.
- Plans and facilitates meetings with educational staff.
- Oversees all state and federal programs and related budgets.
- Prepares various district, county, state, and federal program plans and reports to ensure compliance and/or secure funding.
- Completes grant writing activities as assigned.
- Coordinates and manages all educational partner engagement/feedback activities.
- Coordinates and manages the development of the PCOE Local Control Accountability Plans (LCAPs) and other mandated state and federal plans.
- Supervises and evaluates assigned staff.
- Coordinates and manages assigned state and federal programs and ensures compliance with all state and federal guidelines.
- Develops systems to support PCOE programs with regard to assessment and accountability.
- Manages and ensures participation in all local and statewide assessments for PCOE programs.
- Coordinates and develops an annual assessment calendar.
- Maintains a curriculum inventory and coordinates all Williams Act activities for PCOE programs.

#### **Minimum Qualifications:**

##### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

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### **Education:**

- A Master's degree is preferred.

### **Experience:**

- At least two years of experience supporting educational assessment and accountability activities.

### **Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of educational leadership, including ability to successfully lead continuous improvement activities.
- Knowledge of California's K-12 content standards and expectations for student proficiency and summative/formative assessments.
- Knowledge of state and federal programs, assessment, and accountability systems.
- Thorough working knowledge of effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, and effective instructional strategies/techniques.
- Knowledge of federal and state legislation, codes, and regulations concerning categorical programs and students.
- Knowledge of Student Information Systems.
- Knowledge of grant writing.
- Ability to create and present high-quality data visualization materials.
- Skills and ability to analyze data, evaluate program needs, and plan, organize, and implement goals and actions.
- Ability to communicate effectively with staff, outside agencies, parents, students and the public.
- Ability to interpret, apply, and explain assessment data.
- Ability to meet expectations identified in management evaluation.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Must possess a valid California teaching credential based upon a bachelor's degree and student teaching

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community. Some travel within Placer County is required.

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### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 9

Reviewed and Approved:

Superintendent:

Human Resources:

Date: 5/28/24

Date: 5-23-24