

JOB DESCRIPTION
June 2020

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

PROGRAM MANAGER, ASSESSMENT AND ACCOUNTABILITY

General Purpose:

The Program Manager, Assessment and Accountability is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. The Program Manager, Assessment and Accountability provides leadership to Placer County Office of Education (PCOE) programs as well as Placer County districts in the areas of assessment, state and federal programs, program monitoring, and accountability. This is a classified 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 at-risk youth.
- Assists PCOE programs and districts in the use of system-wide assessment programs and the use of regular formative assessment to guide instruction.
- Provides assessment data analysis for PCOE programs and Placer County districts.
- Designs professional development activities for educators from PCOE, Placer County districts, and surrounding counties in the use of assessment, including the California Assessment of Student Performance and Progress (CAASPP) system.
- Oversees all state and federal program and related budgets.
- Prepares a variety of district, county, state and federal programs in order to ensure compliance and/or secure funding.
- Assists with the development of the Local Control Accountability Plan (LCAP)
- Coordinates and manages assigned state and federal programs and ensures compliance with state and federal guidelines.
- Develops systems to support PCOE programs with regards to assessment and accountability.
- Coordinates and manages California English Language Development Test (CELDT) and CAASPP testing for PCOE programs.
- Coordinates local formative and summative assessments for PCOE programs including developing a local assessment calendar.
- Assists Placer County Districts regarding all state and federal 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.

Education:

- A Master's degree is preferred.

Experience:

- Experience working as part of a collaborative instructional team.

PROGRAM MANAGER, ASSESSMENT AND ACCOUNTABILITY/PAGE 2

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of educational leadership, including ability to successfully lead change process.
- Knowledge of California's K-12 content standards and expectations for student proficiency differentiating instruction, and formative, student-involved assessment.
- 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, effective instructional strategies/techniques.
- Knowledge of federal and state legislation, codes and regulations concerning categorical programs, children and youth.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Skills and 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.

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.

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.

PROGRAM MANAGER, ASSESSMENT AND ACCOUNTABILITY/PAGE 3

- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

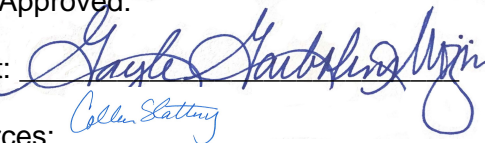
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.


FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 15

Reviewed and Approved:

Superintendent:  Date: 6/11/2020

Human Resources:  Date: 6/11/2020