

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Assessment and Accountability Program Manager

Range 17

FLSA: Exempt

SUMMARY

As part of the Student Programs and Services Division, coordinates the accountability and assessment programs for the Alameda County Office of Education according to the state and local assessment systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Coordinates Title I Federal Program for basic, neglected, and delinquent student supplementary funds; implements regulations. (E)
- Coordinates with school district in-service test coordinators and teachers to schedule and administer all Cal-SAFE program tests, disburse and process materials to sites, and return materials to testing companies. (E)
- Develops efficient use of databases; gathers and analyzes data to document effectiveness of programs; provides updates and final reports for SPAS Assistant Superintendent, ACOE Board of Education, and California Department of Education. (E)
- Coordinates testing materials and in-service training provided to test coordinators and teachers. (E)
- Develops policies and procedures in compliance with current testing/assessment legislation and requirements (e.g., ASAM, SAT 9, STAR, SARC, etc). (E)
- Monitors and reports implementation of assessment and accountability policies and procedures. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Maintains California Student Information System; ensures all school data is correct.
- Performs parent outreach; supervises contract liaison and coordinator meetings.
- Provides English Learner program support to teachers on special assignment.

- Performs program improvement mandate monitoring.
- Works with website staff to update SARC report on ACOE webpage.
- Maintains budget records for coordination of assigned projects and drafts annual reports.
- Attends meetings at various levels.
- Attends Alternative School Accountability Model (ASAM) meetings and CDE training sessions for district test coordinators.
- Manages California High School Exit Exam (CAHSEE) tutoring program.
- Monitors School Safety and Health activities; provides information to principals.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.
 State and federal legislation for accountability reporting.
 Statistical methods.
 Testing procedures.
 ASAM, SARC, and California student assessment systems.
 Budget preparation and control.
 Database systems.
 Grant/proposal writing.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Plan, coordinate, and document projects.
 Effectively present information and respond to questions from professional groups and individuals.
 Work collaboratively with individuals and groups from varied cultures, backgrounds, and positions.
 Create and deliver presentations.
 Develop database systems and programs.
 Develop systems to report test results to parents and community.
 Maintain budget records.
 Maintain up-to-date knowledge of regulations.
 Read and interpret documents such as safety rules, operating instructions, and procedure manuals.
 Train, supervise, and evaluate staff.
 Prepare reports; maintain records.
 Communicate effectively verbally and in writing.
 Work with accuracy and attention to detail.
 Operate PC and related software applications.

Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Bachelor's degree in Education, Business Administration, or related field; Masters degree preferred.
Five (5) years of administrative experience at elementary, middle school, or high school level; experience/knowledge of ASAM, SARC, and California student assessment systems; technology-related experience.
Maintain a valid State of California driver's license and an acceptable driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal.