

Solano County
Office of Education

JOB TITLE: Coordinator of Assessment, Research, and Evaluation

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides technical assistance, training, and relevant information to the Solano County Office of Education (SCOE) programs and Solano County districts/schools to effectively support assessment, accountability, and evaluation. Provides information to facilitate data informed decision-making.

ESSENTIAL DUTIES

- Plan, coordinate, design, conduct, and supervise assessment, research, and evaluation activities; provide information to facilitate informed decision-making.
- Design, prepare, and present research and evaluation reports regarding student and program performance; examine and analyze data.
- Support with the planning and scheduling of state-mandated testing programs and procedures.
- Provide technical assistance and training to site and district personnel regarding assessment and evaluation activities and disseminate information and respond to inquiries.
- Perform special projects and research; manage various large-scale, ongoing projects including coordination of data collection; maintaining quality control of data entry, preparation of reports, conducting data analyses, and interpreting findings.
- Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings; create and maintain assessment databases and produce data reports for various audiences.
- Provide technical assistance regarding assessment and program evaluation including evaluation of grants.
- Write comprehensive, objective reports and present information to a wide range of audiences.
- Prepare and maintain a variety of narrative and statistical reports, record, and files.
- Remain current concerning trends in assessment, research, and evaluation by attending conferences, reading journals/papers, joining professional associations, taking courses, and attending workshops.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Effective management practices and supervision techniques. Technical aspects of field or specialty.
- Standardized, performance-based, and other assessments. Database systems and data management.
- Computer software applications relevant to educational assessment and research.
- State and federal laws, regulations, and codes dealing with the assessment and evaluation of educational programs. School district organization, operations, policies, and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings.
- Create and maintain assessment databases.
- Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.
- Prepare and deliver presentations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures. Complete assignments successfully with a minimum of direction and supervision.
- Conduct library research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data. Communicate orally and in writing to audiences of varying levels.
- Collaborate with school staff, district staff, and outside agencies on research and evaluation design and data needs. Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Administrative Policy.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination equivalent to:

- Bachelor's degree, supplemented by course work in research design, statistics, testing, and measurement, and three years' experience in supervising assessment, research, or program evaluation., and experience in administering state-mandated testing programs or conducting research and evaluation activities.
- Three years' experience in data analysis at the school level preferred.
- Expertise with statistical software, and educational and web-based data management systems preferred.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Employees in this classification may supervise other staff members in the operational unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (25%)

Sitting (60%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (2)

Pushing and/or

Reaching

Kneeling or

Pulling Loads (1)

Overhead (1)

Squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)