

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

DIRECTOR II
INFORMATION SERVICES AND ASSESSMENT ACCOUNTABILITY

DEFINITION

Under the direction of the Chief Technology Officer, the Director II, Information Services and Assessment Accountability supports the educational programs of the District by directing and managing the day-to-day activities that provide technical and analytical support to stakeholders throughout the District.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Coordinate the implementation of State and District policies, procedures, and requirements regarding student assessment, accountability, and the school improvement process.
2. Manage a variety of District data systems including, but not limited to, Student Information, Human Resources, Finance, Budget, Parent/Student Messaging software, Assessment and systems related to educational needs.
3. Conduct research into the effectiveness of academic, instructional, and business operational programs to assist with curricular and management decision-making.
4. Coordinate the development, maintenance, administration and evaluation of the District's assessment systems.
5. Oversee scoring operations, analyze resulting data, produce related parent, teacher, school, and District reports and present findings as requested.
6. Facilitate the preparation of a variety of state and federal mandated reports including, but not limited to, California Longitudinal Pupil Achievement Data System (CALPADS), Center for Strategic and International Studies (CSIS), California Basic Educational Data System (CBEDS) and other state and federal mandated reports.
7. Provide direction to staff with the development of software implementation, trainings, and user documentation to assist with monitoring and assessing District progress toward implementation of short-and long-term strategic plans.
8. Coordinate the administration of post-secondary assessments including, but not limited to Scholastic Aptitude Test (SAT), American College Testing (ACT), etc.) and career/technical education placement assessments.
9. Develop, and administer a variety of surveys measuring results and effectiveness of District programs.
10. Manage and audit user account activity and security for District staff.
11. Audit student data including grades, course, and transcript data for accuracy.
12. Plan, develop and implement effective support systems and delegate appropriate areas of responsibility to subordinates.
13. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
14. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

EXAMPLES OF DUTIES (Continued)

15. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in technology.
16. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; effective oral and written communication skills; SQL servers and general databases; student information management, financial and Human Resources Information systems; qualitative and quantitative research methodologies; statistical and computer-based analysis and computerized report preparation techniques; SBA, county, state, and federal testing and accountability guidelines and systems, Western Associations of Schools and Colleges (WASC) data needs and process, and other State and national assessment programs.

Ability to: Direct the functions and activities of an Information Systems and Assessments department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; prepare and present written and oral reports; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; translate complex statistical data into understandable and useable information; organize and plan assessment and research programs; analyze and interpret data and communicate results in visual and verbal terms; conduct data analysis; utilize a variety of programs that are used in a school district; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field. Experience may be substituted for equivalent years of education.

Experience: Six years of progressively responsible professional experience in information technology and data assessment and evaluations including three years of successful experience in a management or supervisory position. Experience in public sector or educational environment preferred.