

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director I, Assessment Operations

DEFINITION

Under general direction, plans, coordinates, and manages the ongoing operations for assessment projects; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Center for Student Assessment and Program Accountability/Evaluation

SUPERVISION OVER

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Assists with the management of the ongoing operations of the Center for Student Assessment and Program Accountability/Evaluation; plans, coordinates and manages the implementation of small and large scale assessment, and accountability/evaluation projects; works with school, district, county and the California Department of Education personnel and other related agencies; coordinates the development of training materials and procedures for scoring; identifies scoring leaders; develops and implements site scoring procedures statewide; selects, trains, supervises and evaluates staff; assists with grants management; maintains and monitors contracts and program budgets; coordinates and manages database operations to support the logistic aspects of site scoring support and assessment operations; develops proposals for special projects.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California credential based on a bachelor's degree is required; successful experience in assessment operations, and supervision and evaluation of staff.

Knowledge of:

Research, assessment and evaluation strategies; test development and scoring; methods of communication between agencies served by the County Office on a countywide, regional and state basis; techniques and practices of effective implementation of management procedures.

Skill and Ability to:

Assist in the management of ongoing operations of a center for assessment operations; communicate effectively in both oral and written forms; effectively transmit knowledge and skill to staff; plan, develop, and conduct meetings and training programs; select, train, supervise and evaluate staff; develop and maintain positive working relationships with those contacted in the course of work assignments; coordinate technologically oriented projects; manage complex database systems and analyze technical data; monitor and maintain grants, contracts and program budgets; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally.

Approved 1/7/02