

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Coordinator, Assessment Projects, C-SAPA

DEFINITION

Under general direction, coordinates and implements on-going assessment and evaluation projects; and performs special projects and related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Center for Student Assessment and Program Accountability (C-SAPA)

SUPERVISION OVER

Professional, technical, and clerical 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 that may be found in positions within this classification.)

Manages various statewide and local assessment and evaluation projects; develops timelines and communicates with local district and school personnel; oversees the collection of data for evaluation and assessment projects; manages the scoring of assessments; oversees subcontractors to complete tasks related to shipping testing materials, administration and scoring tests, and reporting data; organizes ordering, assembling, and shipping of testing materials; serves as liaison with California Department of Education Standards and Assessment Division and other County Offices of Education and district staff to develop communication packets for statewide assessment programs; provides data and statistical analysis support; coordinates and implements special assessment projects as assigned including Academic Decathlon; develops and monitors program budgets and expenditures; and assists in identifying and acquiring new projects and funding sources for C-SAPA.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a bachelor's degree from an accredited college or university, and experience coordinating large and small scale assessments and evaluations, developing test materials and test manuals, overseeing scoring and reporting of assessments, working with and managing subcontractors, and coordinating and implementing large events.

Knowledge of:

California assessment programs, appropriate test administration practices and policies, and program planning and budgeting; standard software applications; grant writing practices and procedures; research methodology; principles of project management.

Skill and Ability to:

Plan, develop, and conduct assessment programs and evaluation projects for state and local education agencies; plan and implement large events; set priorities and manage multiple projects; develop measurable goals and objectives and evaluate progress toward their achievement; develop budgets and monitor expenditures; communicate effectively in both oral and written form; analyze data and statistical reports, documents and records; plan and conduct meetings and training programs; effectively transmit knowledge and skill to staff; use computer applications for technical writing and budgeting; interpret and apply laws, rules, regulations, and policies as they apply to assessment and evaluation; and develop and maintain effective and positive working relationships with all persons contacted in the course of work.

Other Characteristics

Possession of a valid California driver license, and ability and willingness to provide own transportation, travel on work assignments, and work additional hours during the week and/or weekend, if required.

Approved by Personnel Commission: 7/17/07