

**Sacramento County Office of Education Job Description**  
**Classification Title: Director I, Student Assessment Administration and Training**

**DEFINITION**

Under general direction, plans, develops, manages, and implements statewide student assessment projects and activities in collaboration with the California Department of Education (CDE) and their designated assessment vendors; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**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.)

Directs and supports the design, development, and implementation of large-scale California student assessment projects; coordinates assessment training plans and the development of training resources including online content, videos, webinars, and printed materials for educators and test administrators; develops and delivers online training to local education agency (LEA) test administrators regarding the administration and scoring of statewide assessments; collaborates with educational partners in the development of resources for classroom teachers that connect instruction to assessment; coordinates the development of new assessments, individual assessment items, bias and sensitivity reviews, pilot and field testing, and validity reviews; reviews and analyzes assessment training programs and test materials to recommend improvements to the CDE; develops and manages complex schedules using project management software to coordinate work across multiple assessment programs; directs the development, implementation, and maintenance of databases to manage and document activities; monitors and ensures compliance with contract guidelines and requirements; prepares and monitors program budgets and expenditures; facilitates the development of proposals, contracts, and agreements in support of California's assessment program; establishes and maintains effective communication and collaborative relationships with program partners including state assessment vendors, the CDE, and local education agencies (LEAs); collaborates with program partners to gather input and analyze data to inform system improvements; selects, trains, supervises, and evaluates staff.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a valid California teaching credential based on a bachelor's degree; a master's degree in education or a related field and experience coordinating the administration of California K-12 student assessments preferred; successful experience developing and delivering training to others on assessments or related content desired.

**Knowledge of:**

California Assessment of Student Performance and Progress (CAASPP) System including academic and English proficiency assessments; educational testing systems; California content standards, instructional materials and curriculum frameworks; Universal Design for Learning (UDL) Frameworks and Guidelines; techniques regarding the development and maintenance of connections between classroom instruction and assessment; principles and best practices related to assessment development, test validity, and administration; effective training and technical assistance strategies; child and adult learning theory; methods and

best practices related to data collection and analysis; principles and practices of project development, management, implementation, administration, and evaluation; budget development and management principles; interpersonal skills using tact, patience and courtesy; basic database concepts; standard office equipment, software applications, and videoconferencing platforms.

**Skill and Ability to:**

Provide direction and positive leadership; develop and deliver effective assessment training programs; assemble and analyze complex data and situations accurately and adopt an effective course of action; collect, analyze, and interpret data to support problem-solving, effective decision-making, and continuous program improvement; communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds; understand, apply, and interpret to others complex laws, rules and regulations, and policies related to programs and services; facilitate meetings with educational partners; effectively transmit knowledge and skills to staff; manage complex project schedules, contracts, and databases; prepare, monitor and maintain budgets; develop and meet schedules and timelines; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; establish and maintain collaborative working relationships with program and educational partners; select, train, supervise, and evaluate the work activities of assigned staff; integrate the use of technology to enhance job performance; operate standard office equipment and use standard software applications, including videoconferencing platforms.

**Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation and willingness to travel within the state as required.

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Approved 1/7/02