

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Assessment, Research, and Evaluation**

### **DEFINITION**

Under general direction, coordinates, implements, and manages assessment, research, and evaluation projects; and performs special projects and related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Director, Research and Evaluation

### **SUPERVISION OVER**

Professional, technical, and clerical personnel as assigned

### **DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in this classification.)

#### **Large Scale Assessment Program Management**

Responsible for all operations of large scale assessment programs; plans, implements, and oversees scoring processes for all grade levels and item types; reviews project requirements; identifies staffing and training needs; monitors training of staff to ensure adherence to state criteria; monitors effectiveness of training programs and ability of scorers to achieve standards and goals; provides effective leadership to team supervisors and scorers; communicates regularly with contractors and California Department of Education (CDE) on scoring progress and deliverables; ensures successful completion of overall project requirements within established budget and timelines.

#### **Program Support and Development**

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 Assessment Development and Administration 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 and student events and competitions for Sacramento County as assigned; develops and monitors program budgets and expenditures; and assists in identifying and acquiring new projects and funding sources.

### **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, specifically with open-ended assessment items, 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; test construction issues related to validity and reliability; principles of supervision, evaluation and training; standard software applications including presentation software; grant writing practices and procedures; research methodology; principles of project management.

#### **Skill and Ability to:**

Plan, develop, and conduct large-scale assessment programs and evaluation projects for state and local

education agencies; maintain security of test materials and processes; 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 to technical and non-technical audiences; analyze data and statistical reports, documents and records; plan and conduct meetings and training programs; effectively transmit knowledge and skill to staff; use standard software applications for technical writing, database management, 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.

Revisions approved by Personnel Commission 1/14/14  
Former title: Coordinator, Assessment Projects, C-SAPA  
Approved by Personnel Commission: 7/17/07