

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – ASSESSMENT & ACCOUNTABILITY

BASIC FUNCTION:

Under the direction of the Director II – Assessment and Accountability, researches, coordinates and processes staff development in accordance with State mandates and district school curriculum

needs for reform and school development planning; provides technical and planning services in the area of assessment and accountability; plans, organizes and provides technical advisory services in the development and implementation of data driven programs and projects; provides direction and leadership to interpret data in the development and implementation of strategic plans for schools; serves as a resource to program representatives and serves as a liaison for special assignments; conducts special studies and in-service training programs; trains, supervises and evaluates the performance of assigned staff

Designs memorandums of understanding to contract with business partners, district offices, schools, consultants and non-regular employees to implement educational solutions.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs including statistical packages such as SPSS, SAS, Etc.

Consult and coach district and school leaders in support of assessment activities.
Conduct training for teachers and administrators for small group and large audiences.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Perform duties and responsibilities using independent judgment and personal initiative.
Operate a variety of office equipment including a computer and assigned software.

Interpret, apply and explain rules, regulations, policies and procedures.
Plan and organize work.
Meet schedules and timelines.
Maintain records and prepare reports.
~~Analyze situations appropriately and adopt an effective course of action.~~

Communicate effectively both orally and in writing.
~~Establish and maintain cooperative and effective working relationships with others.~~