

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Director, Assessment and Instructional
Technology

REPORTS: Assistant Superintendent
Curriculum and Instruction

DEPARTMENT: Curriculum & Instruction

CLASSIFICATION: Certificated Management

FLSA: Exempt

WORK YEAR: 226

ISSUED: August 15, 2013

SALARY: Range 15

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Curriculum and Instruction, responsible for supervising student assessment and evaluation; provides technical assistance to all District personnel in the use of educational technology; provides and supervises staff development regarding educational technology; and in providing leadership in the ongoing development and improvement of assessments and educational technology in the district.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

Responsible for screening, interviewing, selecting, assigning and evaluating all certificated and classified employees to the department. **(E)**

Exercises leadership in achieving district goals and objectives related to assessing the student education program and overall program effectiveness. **(E)**

Supervises and develops District-wide plan for the assessment of student progress. Develops appropriate assessment strategies and instruments for evaluating both individual student progress and overall educational program effectiveness. **(E)**

Develops a system for posting and analyzing the results of student assessment programs, including preparation of reports for administration, staff, and the Board of Education. **(E)**

Coordinates the administration of state and District mandated testing programs. **(E)**

Analyzes results of a variety of assessment programs and reports findings to the administration, Superintendent, and the Board of Education. **(E)**

Develops plans and employs appropriate methodologies for evaluation of effectiveness of instruction and instructional support programs; designs and carries out a variety of research projects, as directed. **(E)**

Trains certificated and classified personnel in courseware evaluation criteria and use of published courseware review resources. **(E)**

Advises the District on developments in educational technology, and maintains leadership in this field. **(E)**

Collaborates with the director of Curriculum to establish the vision, goals and objectives for professional staff development programs that support a high level of technology integrated instructional practices in classrooms.

Collaborates with the director of Technology and the director of Curriculum to present a cohesive integration of curriculum and technology across the District and understands the needs and demands for implementation of “classrooms of the future.” **(E)**

Develops standards-based curriculum integration. **(E)**

Supports instructional materials selection committees with integrated technology outcomes and practices according to District administrative regulations and procedures.

Seeks, implements, monitors, and evaluates various grant projects related to the current technology plan. **(E)**

Prepares budget and funding strategies for instructional technology projects and professional development programs. **(E)**

Develops assessments for integrated technology learning. **(E)**

Works closely with vendors and suppliers to promote the best utilization of District resources.

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher.

Possession of a valid California administrative credential authorizing service as an administrator.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearances.

Must have valid California driver’s license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of curriculum, instruction, assessment and professional development.
- Principles and methods of program management and evaluation.
- Principles, practices, and techniques of problem-solving and conflict resolution.
- Principles and techniques of public relations.
- Techniques of statistical analysis, tests and measurements.
- Principles and techniques of budget development and administration.
- Principles and practices of organization and personnel management.
- Applicable federal, state, and District rules, regulations and procedures.
- Computer software programs that include spreadsheets, databases, statistical analysis, graphics, and word processing in the Macintosh and PC platforms.
- Integrated technology and education technology.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

ABILITY TO:

- Organize and present ideas effectively in oral and written form.
- Maintain effective, cooperative working relationships with central services and site personnel.
- Collect and analyze data and information.
- Analyze situations carefully and adopt effective courses of action.
- Supervise, train, and evaluate assigned personnel.
- Prepare and present staff development sessions in the assigned areas of responsibility.
- Interpret and apply administrative and school board policies, laws, and regulations.
- Prepare clear, complete, concise, general and statistical reports.
- Prepare and implement systems and procedures related to assigned areas of responsibility.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.

- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods. .
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Director, Assessment and Instructional Technology and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: August 15, 2013