

SANTEE SCHOOL DISTRICT  
DIRECTOR, ASSESSMENT AND LEARNING SUPPORT

JOB SUMMARY

The Director, Assessment and Learning Support, under the direction of the Assistant Superintendent, Educational Services, is responsible for the implementation and coordination of instructional programs, supervision of certificated and classified professional development and parent/volunteer education programs to ensure the ongoing implementation of high standards of instructional practice, services, and assistance. In addition, the Director, Assessment and Learning Support assists the Assistant Superintendent, Educational Services in meeting and maintaining all compliance objectives for state and federally funded projects in accordance with project guidelines and in cooperation with principals, teachers, parents, and advisory committees. Other responsibilities and duties, as assigned by the Assistant Superintendent, Education Services are also performed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

In concert and under the direction of the Assistant Superintendent, Education Services, implements curriculum and instructional outcomes district-wide for State and Federal programs. Examples of duties include:

- Meets regularly with administrators and teachers to establish future goals and identify specific training needs of the district's personnel.
- Researches best instructional practices and leads staff to pilot and implement these practices.
- Develops instructional intervention programs in collaboration with site administrators.
- Provides written and/or digital communication to district staff on program needs and objectives.
- Meets all compliance mandates and requirements for federal and state funded programs.
- Analyzes, evaluates, and monitors assessment data on instructional programs and leads efforts to improve program effectiveness.
- Leads staff in school improvement processes to improve student learning outcomes.
- Develops annual reports for Local Education Agency Plan, Local Control Accountability Plan, Federal Program Monitoring, Consolidated Application and other required State and Federal reports.
- Prepares and administers centralized state and federal project budgets.
- Develops and maintains a budget that supports instructional planning objectives.
- Manages district and state assessments systems including: SBAC, California Healthy Kids Survey, Physical Fitness testing, ELPAC, and all other district assessments.
- Plans and trains staff on state assessment data and accountability systems as well as reports results of annual assessments to the Board of Education and advisory groups.
- Supervises the district report card and data management systems and professional development related to the implementation of those systems.
- Develops and manages State and Federal program criteria as well as professional development associated with these program requirements.

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### EXAMPLES OF DUTIES AND RESPONSIBILITIES (continued):

- Informs members of the district staff and leads efforts in implementing selected major trends and developments in assessment and English Learner areas.
- Directs the District EL instructional program in English as a second language.
- Monitors English Learner student progress utilizing CATCH UP Plans and student assessment data. Provides student re-designation status when appropriate.
- Organizes and monitors the EL bilingual instructional assistant program.
- Directs District English Learner Advisory Committee goals and outcomes as well as providing leadership and consultation to site English Learner Advisory Committees.
- Collaborates with classroom teachers on effective ways to increase student achievement for English Learners.
- Assumes other duties and responsibilities as assigned by the Assistant Superintendent, Educational Services.

### EMPLOYMENT STANDARDS

Education: Master's degree is required; advanced education in curriculum and instruction is preferred.

Experience: Minimum of five years of experience as a classroom teacher at K-8 level is required. Successful experience as a site administrator preferred. Increasing levels of experience and responsibility in the areas of project management, implementation and innovation.

Credential(s): Appropriate California teaching credential authorizing service in grades K-8 and administrative credential(s).

Knowledge and Abilities Possesses knowledge of curriculum and instruction techniques, best instructional practices, successful staff development practices, integrated technology training, interpersonal skills and organizational skills. Understands the various components of the technology environment; software, hardware, infrastructure and digital-web interface. Has successfully demonstrated the ability to lead groups, analyze situations and needs, carry out directives and communicate effectively. Possesses exemplary presentation skills.

Work Year: 214 days

Board Adopted: May 3, 2016