

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – ASSESSMENTS AND DATA

BASIC FUNCTION:

Under the direction of the Executive Director, System Innovation and Improvement, provide extensive expertise and skills to plan, organize, supervise, and coordinate the daily activities of the Assessments and Data Department for the office of the Fresno County Superintendent of Schools (FCSS); support the operations of the integration of cross-sector data systems to enhance systems' effectiveness and efficiency; lead internal data support systems; represent the county office as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of policies and operating procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Analyze a variety of school and student assessment data to identify strengths and challenges in key areas affecting student achievement.
- Collaborate with administrators, legal counsel, and stakeholders to develop and implement necessary data sharing agreement(s) to support the exchange of information between agencies; determine the role, level of access to data, purpose and format for each organization.
- Conceptualize the data system needs and requirements of partnering agencies; envision, plan, develop and communicate concepts to convey functional requirements.
- Coordinate state and/or federal data collection efforts and communicate information and activities associated with the state data collection tool; direct data collection throughout Fresno County, as assigned.
- Engage with a wide range of internal and external partners to build a transparent culture that values linking and sharing data between early childhood and K-12 systems.
- Establish and maintain data governance policies and standards for leaders, partners, and families in the community; work with partners to increase the ability of the community to utilize data effectively; lead the development of strategic plans pertinent to data quality, integrity, security, and confidentiality by establishing goals and recommending policy related to data governance; plan and direct the development of documentation and training materials; lead internal and external training.
- Establish and maintain positive relations with collaborating agencies and partner groups to support vision and enhance connectivity between entities.
- Lead technical assistance for the county in support of state and local assessments
- Oversee and direct the coordination of staff development activities for schools and districts; collaborate with superintendents, administrators, principals and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Oversee budget development in assigned area; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools, districts and partner organizations throughout the county and state as assigned; collaborate with legal agencies to ensure program compliance as required.

- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within Assessments and Data; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Plan, organize, control, and direct the operations and activities within assigned division; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide information and training to administrators and teachers on the California assessment and accountability activities and requirements; interpret test requirements and technical support in the implementation of testing programs.
- Provide leadership coaching to school and district level administrators.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within assigned division.
- Provide professional development to teachers and administrators on the use of data to improve instructional programs; liaise with companies providing data management support to ensure appropriate access and sufficient data.
- Provide technical assistance and analysis on the California Accountability Dashboard to FCSS staff and districts.
- Provide technical expertise to the Director of Continuous Improvement and serve districts identified for Differentiated Assistance on the appropriate management of data collected through the State system; provide technical support for data management system(s); prepare and distribute reports related to student achievement in Fresno County and those students served by the County Superintendent.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- Research, compile, assemble and evaluate a variety of technical information related to assigned area or program; participate in the development, implementation and evaluation of program and education documents; prepare and distribute related correspondence and informational materials.
- Respond to public and/or auditor requests for information regarding Assessment and Data; collaborate with leadership and Legal Services Division as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions.
- Support district leaders in creating and sustaining assessment systems
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned supervisor, directors, coordinators, and assistant administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; assure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.

- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Dashboard for accountability programs and assessments.
- California educational data and educational data systems (e.g. California Longitudinal Pupil Achievement Data System, Student Information Systems, Data Management Systems).
- Current academic requirements of early childhood, K-12 systems and state academic standards and assessments.
- Data analysis and/or reporting using data management and manipulation software systems such as Microsoft Excel and Access.
- Data visualization tools and applications.
- Effective strategies for establishing and maintaining positive relationships with outside agencies and stakeholder groups.
- Group facilitation and instructional techniques.
- Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
- Record keeping and report writing techniques.
- Project management.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Clearly communicate technical information to a wide variety of audiences.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrate strong attention to detail and analytical skills.
- Direct, organize and plan the student assessment programs conducted by the county office.
- Facilitate and negotiate resolution of complex issues and varying interests.
- Lead and collaborate with outside agencies and stakeholders to ensure an integrated process.
- Manage large scale projects and prioritize work across agencies; manage multiple priorities and complex tasks.
- Prepare and deliver oral presentations.
- Problem solve and present recommendations with clarity.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards. Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Five (5) years increasingly responsible experience working in field related to assigned program, function or instructional area.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Clear Teaching and/or Services Credential.
- Valid California Clear Administrative Services Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 03/01/2025