

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED MARCH 2016**  
**RANGE: 48.5**  
**CLASSIFIED**  
**CODE: NONE**

### **STUDENT PROGRAM ASSESSMENT SPECIALIST**

#### **DEFINITION**

The Kern County Superintendent of Schools Office operates educational programs for students who 1) are enrolled in Court Schools, 2) are enrolled in Community Schools, 3) are enrolled in Valley Oaks Charter Schools, 4) receive special education services through the Division of Special Education, or 5) receive related services from one or more of these programs.

Under supervision of the Director, Alternative Education the Student Program Assessment Specialist will provide assessment support to the Division of Educational Services as the Local Education Agency's (LEA) Testing Coordinator.

#### **EXAMPLES OF DUTIES**

Coordinate all assessment activity within the Division of Educational Services;

provide assessment training;

monitor and report assessment data results;

complete onsite visits with Administrators and Testing Coordinators at school sites;

respond to assessment/testing inquiries for support;

be primary contact for communication with ETS or CDE as the LEA Assessment Coordinator;

coordinate the annual update of the School Accountability Report Card;

compile assessment data for State and Federal reporting requirements.

#### **QUALIFICATIONS**

##### Knowledge of:

Current policies, regulations, and practices of California K-12 public education as it pertains to State and Federal assessment testing and the Academic Progress Reporting (APR) system;

regulations pertaining to the School Accountability Report Card;

student management system (Aeries), spreadsheets (Microsoft Excel), word processing (Microsoft Word), presentations (Microsoft PowerPoint);

appropriate background with which to establish a good foundation for working with students, teachers, school administrators and other community agencies.

##### Ability to:

Work with supervisors, teachers, instructional staff and program support staff in a professional and efficient manner;

communicate verbally and in written format professionally with a variety of audiences;

meet deadlines;

show willingness to follow the policies and regulations of the Office of the Kern County Superintendent of Schools.

Experience:

Three (3) years of experience in public education;

two (2) years of experience working with computerized student data management systems;

two (2) years of experience working with electronic spreadsheets;

experience with managing testing and performance data in public education, highly desirable;

experience with coordination of State and Federal testing preferred;

experience working with specialized programs, such as Alternative Education, Charter Schools and Special Education programs is desirable.

Education:

Must possess a High School diploma.

Bachelor's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

3/8/16

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