



JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Assessment & Accountability Coordinator

Approved 5/24/23

The **TULARE JOINT UNION HIGH SCHOOL DISTRICT** is accepting applications for **an Assessment & Accountability Coordinator**. Applications must be submitted on Edjoin.org by **4:00 pm on Monday, June 5, 2023**. All district employees have until **Monday, June 5, 2023 at 4:00 pm to apply for transfer into this position (CSEA Contract Article XV)**. Location may change due to employee transfers.

DEFINITION

Under general direction of the Adult School Director, the Adult School Assessment & Accountability Coordinator provides High School Equivalency, Comprehensive Adult Student Assessment System, and other testing services to students and clients; maintains data collected to assess students' needs and progress to meet Workforce Innovation and Opportunity Act and California Adult Education Program Reporting Requirements; oversee and perform functions related to testing including but not limited to: inventory, scoring, testing of adult students, query and provide test results in a reasonable, timely manner; provide in-services relating to test procedures and processing. Collect and input data into various data collection systems, ensuring accuracy of student data using a web based application and/or testing program, import/export data from one system to another, create reports and report data according to mandated guidelines. Confer with administrators evaluating data generated for the Federal and State Reports; oversees Student Information System (SIS) CASAS (Comprehensive Adult Student Assessment Systems) and ASAP (Adult School Attendance Program). Train school staff in proper testing procedures and data entry and data management, as needed.

ESSENTIAL FUNCTIONS

1. Administers Comprehensive Adult Student Assessment System (CASAS) pre and post e-tests for current and potential students to ensure accurate student placement and that students have paired tests. E
2. Regularly monitors data integrity of CASAS, California Adult Ed Program, and other data and collaborates with staff and administration to ensure data is accurate and complete. E
3. Assists administration in ensuring that required data and reports are submitted to the state on time, and in overseeing compliance with Federal, State, and District accountability mandates for adult education programs. E
4. Collects, analyzes, and reports relevant data about student learning and suggests program improvements based on the analysis; regularly provides CASAS and other reports to teachers and staff. E
5. Collect and input data into various attendance and data collection systems (ASAP, CASAS, TOPs Enterprise, etc.) This includes repairing records, making corrections, and updating reports as necessary. E
6. Create TOPs Enterprise accounts, classes, programs, personnel, manage user accounts, import/export data from 3rd party sources and enter/track student test scores. E
7. Transfers/imports/exports data into or between systems such as ASAP and TopsPRO. E

8. Oversee inventory test distribution, processing, scoring, and test control procedures in the maintenance of a secure testing environment to ensure the integrity and credibility of Tulare Adult School's testing processes. E
9. Order tests and related testing materials; ensure adequate supply of testing materials. E
10. Administers High School Equivalency and other testing services to students. E
11. Provide in-services related to test processes and procedures. E
12. Sort test booklets according to established procedures; inspect tests for completeness; scan tests; maintain accurate records. E
13. Administer and proctor tests either with paper and pencil materials or online. E
14. Operate various office equipment to perform assigned duties. E
15. Communicate with site administration and staff, supervisors, vendors, and others regarding clarification of testing procedures, test items and test scores. E
16. Assist instructional staff and program administration with student assessment, registration, process, computer attendance, and access instructional reports. E
17. Train school staff as necessary in the areas of testing, data collection, data input into various attendance and data collection systems (ASAP, CASAS, TOPs Enterprise, etc.). E
18. Operate a computer and use various software programs. E
19. Accommodate the testing needs of the various TAS campuses when students are in session, which includes day and evening hours. E
20. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education

- High school diploma or equivalent is required.
- A relevant, 4-year college degree preferred

Experience

- Any combination equivalent to graduation from high school and four years' work experience
- Bilingual preferred
- Experience administering tests and working with student data collections systems preferred
- Experience working in an educational institution preferred

Licenses and Other Requirements

- DOJ and FBI fingerprint clearance
- Negative TB test within the last four years
- Valid California driver's license.

KNOWLEDGE AND ABILITIES

Knowledge of

- Principles of database design, methods of collecting, organizing data and extracting information
- State and Federal data reporting requirements and timelines (WIOA II and CAEP)
- Adult ABE/ASE, ESL, and CTE programs and how data is collected for these programs
- Testing procedures, practices and proper security of test materials
- Operation of a computer, high volume scanner equipment
- Public speaking techniques
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

- Independently prepare clear and comprehensive complex data reports, keep accurate records and prepare data analysis and research as necessary
- Oversee and perform test distribution, scoring, inventory and test control procedures in the maintenance of a secure testing program
- Maintain adequate stock of testing materials
- Provide in-service related to test process and procedures
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Plan and prioritize to meet schedules and timelines
- Communicate, understand and follow both oral and written directions effectively
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Learn new or updated computer systems and programs to apply to current work
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Apply integrity and trust in all situations
- Actively participate in meeting program goals and outcomes
- Learn program organization, operations, policies, objectives, and goals

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Standards

- Sitting or standing for extended periods of time
- Dexterity to operate a computer and other office equipment
- Hearing and speaking to exchange information
- Lifting heaving objects
- Carrying, pushing or pulling boxes, equipment, carts
- Bending at the waist, kneeling or crouching to retrieve or store materials.

Work Environment

- Office, school, and classroom environments
- Constant interruptions
- Driving a vehicle to conduct work.

SALARY

Pay Range 16
\$25.74 - \$38.63 (2022-23 Salary Schedule)

Duty Year: 260 days
Workday: Day and evening hours (will vary according to site needs)