



WE INVEST IN EXPERIENCE TO ENSURE QUALITY EDUCATION FOR OUR STUDENTS

EMPLOYMENT OPPORTUNITIES

MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES OFFICE: 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500 ext. 17302 - WEBSITE: www.mvusd.k12.ca.us

CERTIFICATED MANAGEMENT VACANCY

APPLICATION PROCEDURE

Interested applicants should contact Moreno Valley Unified School District, Human Resources, at (951) 571-7500, ext. 17302 for application and information.

A complete job description is available on request.

The following items are required by the application deadline:

- A completed District Management Application
- Letter of Interest
- Current Resume
- Three current letters of reference (dated within the last 3 years)
- Copies of valid California credentials
- Proof of Education (copy of diploma or transcripts)

Transcripts required prior to contract offer.

Submit to:

Olivia Hershey
Assistant Superintendent
Human Resources
25634 Alessandro Boulevard
Moreno Valley, CA 92553

Non-Discrimination Policy

Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, disability, sexual orientation, or Vietnam era veteran status. District programs and activities shall be free from unlawful discrimination.

Sexual harassment of or by any person in the work or educational setting shall not be tolerated. It shall be a violation of District policy to engage in any conduct which constitutes sexual harassment.

Complete District policies on non-discrimination and sexual harassment are available through the Human Resources Division.

(BP 4030, BP 0410a, BP4119.11)

COORDINATOR

Accountability and Assessment

Application Deadline: July 21, 2008
Salary Range: \$100,416-\$122,057
Workdays: 225 Days
Fringe Benefits: Medical, Dental, and Employee Life Insurance
Tentative Interview Date: August 7, 2008

DEFINITION

Under direction of the Director of Accountability and Assessment, plans, organizes and implements state and District required assessment programs; assist principals with the evaluation of school site instructional programs; maintains the District's student assessment and monitoring system, as well as the assessment components of district web-based instructional programs and assists and trains district staff with their use.

RESPONSIBILITIES

- Works with curriculum and instruction staff to develop or identify common assessments.
- Maintains paper and electronic test files for the District Assessment System.
- Organizes, installs and updates district tests on the student assessment and monitoring system.
- Works with technicians to recommend improvements to web-based assessment systems.
- Organizes and oversees the printing and delivery of District assessments.
- Assists teachers and administrators with analyzing, summarizing and interpreting student assessment data.
- Coordinates activities with vendors and consultants for the district and/or school sites to assist with the implementation of curriculum, instruction and assessment.
- Analyzes, summarizes and communicates results of student assessment for the Board of Education.
- Prepares and manages a budget for student assessment; prepares and submits budget for assigned functions; reviews periodic budget report to compare actuals against forecasts; provides explanations as necessary.
- Assists District staff in development of program evaluation designs.
- Develops the evaluation design for categorical programs.
- Assists in the collection of categorical program data.
- Assists in the evaluation of District programs as needed.
- Assists in the design and conducts evaluation of District climate surveys as needed.
- Designs and analyzes surveys for use by school sites and District office personnel.
- Chairs the research review committee.
- Conducts program research.
- Synthesizes research findings and formulates program recommendations.
- Services as a liaison with the County Office and CERC as it relates to Accountability and Assessment.
- Reports study results to staff and Board of Education.
- Assist staff with the grant writing components of program design, monitoring, and evaluation.
- Assists with the implementation, monitoring and evaluation of grant projects.

QUALIFICATIONS

Knowledge of: Statistical methods and principles; test development and scoring techniques; Education Code as it pertains to Evaluation and Testing; principles and practices of administration, supervision and training; curriculum utilized by the District; research design and methodology; assessment and evaluation designs; principles, level, goals and objectives of comprehensive curriculum and instructional service program; philosophical, educational and legal aspects of public education; modern management organization and coordination processes, techniques and procedures; curriculum development, instructional program delivery system.

Ability to: Plan, organize and implement assignment areas within the instructional service unit; provide support, assistance and expertise in resolving problems pertaining to curriculum, instruction and assessment in a variety of problem areas; communicate effectively in oral and written form; establish and maintain effective organizational, community and public relationships; develop, utilize and implement a team concept in the decision making process.

Experience/Education: Experience in a responsible position providing assistance in curriculum development, instructional support system, evaluation assessment, research and development, computer management systems; five years of teaching or related certificated experience; administrative experience preferred. Completion of a Masters or higher degree from an accredited college or university in public administration, research, curriculum, instructional technology or a closely related field.

License Requirements: Must possess a valid California Administrative and Teaching Credential; must also possess a valid California driver's license.