

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of June 8, 2021

ITEM: **JOB DESCRIPTION: ASSESSMENT AND ACCOUNTABILITY- TEACHER ON SPECIAL ASSIGNMENT**
PREPARED BY: **MARINA GONZALEZ, CHIEF HUMAN RESOURCES OFFICER**
TYPE OF ITEM: **CONSENT**

PURPOSE:

The purpose of this item is for the Board of Trustees to approve the Assessment and Accountability Teacher on Special Assignment (TSA) job description.

BACKGROUND INFORMATION:

As the District continues to advance its goals, job classifications are evaluated. In some cases, a new classification is recommended in order to help meet the District's goals and the needs of the students.

DETAILS:

During the 2020-2021 school year, the District retained two Educational Technology Teachers on Special Assignment to support remote learning during COVID-19. The TSAs played a critical role in ensuring a robust remote learning experience while schools were closed. As the District prepares to return to full time, five days per week instruction in fall 2021, the District has a need to retain an Assessment and Accountability-Teacher on Special Assignment to support the District's ongoing efforts to assess and increase academic outcomes for all students. Therefore, the job duties of the second Educational Technology Teacher on Special Assignment are being revised to more accurately reflect the expectations of the position and the needs of the Educational Services department as it relates to assessment, progress monitoring and data collection and analysis. The TSA's job duties are outlined in the draft job description below.

FINANCIAL INFORMATION: Albany Teachers Association Salary Schedule

STRATEGIC GOALS ADDRESSED:



Objective #3: Communicate and Lead Together. *Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

RECOMMENDATION: APPROVE THE JOB DESCRIPTION FOR ASSESSMENT AND ACCOUNTABILITY- TEACHER ON SPECIAL ASSIGNMENT (TSA)

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ALBANY UNIFIED SCHOOLS JOB DESCRIPTION ASSESSMENT AND ACCOUNTABILITY – TEACHER ON SPECIAL ASSIGNMENT (TSA)

SALARY SCHEDULE: Albany Teachers Association

WORK YEAR: 10 months

POSITION DESCRIPTION: Under the direction of the Assistant Superintendent, Educational Services, the Teacher on Special Assignment will support the implementation of the District's state and local assessment programs across all grade levels.

REPRESENTATIVE DUTIES: E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Facilitate the District assessment programs which include, but are not limited to, Smarter Balanced summative assessments; English Learner Proficiency Assessments for California; and local diagnostic and progress-monitoring assessments;
2. Collect, disaggregate, organize and analyze data in consideration of the needs of different groups, and produce and present charts, graphs, tables and reports that accurately and effectively present achievements and target areas for improvement at the student, school, program, and district levels;
3. Research, compile, and complete information and data for federal, state, and district reports (e.x. California School Dashboard and Local Indicators) and special projects to support District goals and maintain state and federal compliance;
4. Support the maintenance of the district's assessment infrastructure;
5. Provide training and support to school sites to administer local and state assessments across multiple platforms;
6. Support the implementation of the district's assessment plan;
7. Attend local, regional and state meetings to stay abreast of requirements and trends, and present that information to the appropriate site and district staff members;
8. Collaborate with various departments, including Student Services, Information Technology (IT), and Special Education;
9. Provide technical expertise, information and assistance to the Assistant Superintendent of Educational Services regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs;
10. Other duties as assigned.

QUALIFICATIONS AND SKILLS

1. Exemplary teaching ability;

2. Possess interpersonal and communication skills marked by the virtues of equity, inclusion and respect;
3. Organizational skills to manage a diverse workload and complete tasks efficiently with minimal supervision;
4. Knowledge and understanding of State Standards and Assessments;
5. A willingness to be a life-long learner and to stay current in a variety of emerging educational technology and software;
6. Ability to build trust and work cooperatively with teachers, administrators, staff and parents.

REQUIREMENTS

1. Minimum 5 years teaching experience preferred
2. Demonstrated effective leadership experience in collaborative teacher teams at the site and/or District level
3. Strong oral and written communication skills
4. Organizational and follow through skills