

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, LEARNING ANALYTICS & PROGRAM EVALUATION

BASIC FUNCTION:

Under the direction of the Director of Accountability, Innovation and Results, direct a project team who will create set of data analysis, assessment and evaluation services for Local Education Agencies (LEA) in San Mateo County; coordinate educational data and program evaluation services for both local LEA's and program staff at SMCOE; manage and support data analysis for state and federal programs related to accountability, assessment, Local Control Accountability Plans (LCAP), and similar initiatives; and supervise and evaluate the performance of assigned personnel including the Educational Data Analyst, administrative staff, and project consultants.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct learning analytics initiatives related to the collection, analysis and use of state and local district pupil and student data applicable to Local Control Accountability Plans (LCAP), California's Longitudinal Pupil Achievement Data Systems (CalPADS), Smarter Balanced Assessment Consortium (SBAC).

Establish and maintain project time lines and priorities; assure learning analytics and grant/program evaluation services and activities comply with established standards, requirements, contract specifications, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, contracts, and compliance functions to meet district needs and assure smooth and efficient project activities; oversee the development and implementation of the Center for Learning Analytics.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; research, select and provide training to new contractors as needed.

Monitor assessment and learning analytics services provided by staff and contractors to assure compliance with established standards, requirements and contract specifications; visit relevant district/school data and assessment clients to observe activities and/or provide technical assistance, confer with staff, review documentation and assure learning analytics needs are being met.

Design program evaluation methodologies including questionnaires and interview protocols; prepare guidelines and protocols for conducting project evaluation studies for SMCOE and partner LEA's.

Document the strengths and weaknesses of state and grant-funded programs and projects and make recommendations for enhancing their success; prepare grant evaluation reports, including charts, graphs and Power Point presentations

Provide guidance and consultation on appropriate program and grant evaluation models and methodologies

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in support of program decision-making, program development and improvement and grant proposals to internal (SMCOE) and external clients.

Prepare, develop, negotiate and implement contracts with contracting data scientists and analysts; collect, compile, assemble and process related forms; prepare applications for grants; submit contracts and amendments for approval.

Coordinate data, assessment and accountability communications, services and information sharing between the County Office, Instructional and Student Services divisions, county LEA's, parents, outside agencies, and the public; and establish and maintain partnerships that facilitate and enhance support for continuous improvement of learning analytics services provided by SMCOE

Develop, implement and conduct training and staff development activities for classified and certificated data and assessment professionals in San Mateo County; prepare and deliver oral presentations and explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques related to learning analytics.

Provide consultation and technical assistance to contractors, personnel, administrators, outside agencies and others concerning data and assessment best practices; respond to inquiries and provide detailed and technical information concerning related standards, requirements, reports, contracts, funding, issues, resources, plans, principles, practices, laws, codes, regulations, policies and procedures.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to the provision of learning analytics services including; contractor documentation, budgets, applications, compliance, personnel and assigned activities.

Develop and prepare the annual budgets for the Learning Analytics program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain Program funding as directed.

Maintain current knowledge of effective methods, practices and standards related to educational assessment and data analysis; modify services to assure compliance with the evolution of best practices, standards and requirements as needed.

Communicate with administrators, personnel, students, outside agencies and the public to exchange information, coordinate activities and programs and resolve issues or concerns; prepare, receive and respond to a variety of correspondence.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning data and assessment best practices, issues, needs and activities; attend and participate in various committees, workshops and conferences.

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques involved in the research, collection, analysis and reporting of large-scale quantitative data;

Data gathering tools, data analysis processes, program planning and program evaluation methods and procedures;

Data aggregation, formatting and reporting techniques;

California Longitudinal Pupil Achievement Data System (CALPADS) as well as the data management and student information systems commonly used in California;

The “Eight State Priority Areas” requiring data in the Local Control Accountability Plan;

Statistical analysis and data interpretation methods and techniques;

California and Federal accountability systems;

Smarter Balanced Assessment Consortium (SBAC) assessments and their use;

Common Core State Standards (CCSS);

Practices and procedures involved in the preparation, development and negotiation of contracts;

Applicable laws, codes, regulations, policies and procedures;

Budget preparation and control;

Principles and practices of administration, supervision and training;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software;

Oral and written communication skills - the ability to turn numbers into words and words into decisions;

Public relations techniques.

ABILITY TO:

Perform a series of professional activities involved in the research, collection, organization, analysis, preparation, processing, interpretation and reporting of County Office of Education and school district enrollment, testing, program and a variety of other data;

Supervise and evaluate the performance of assigned personnel and contract consultants;

Give general direction to the conduct of activities necessary to appraise and evaluate on a continuing and systematic basis, the effectiveness of educational programs and practices. This includes the compilation and analysis of data, development and articulation of conclusions, publish reports and make recommendations to improve the educational programs of LEA’s and SMCOE programs;

Use SAS or SPSS quantitative assessment software, Microsoft Office applications, especially MS-Excel, and Google Apps for Education;

Secure required information for evaluating projects through review of existing data or materials, interviews or questionnaires;

Prepare and deliver presentation to school administrators, school boards, and public/private organizations

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that support educational data initiatives;
Analyze and evaluate data and reach accurate conclusions;
Perform statistical calculations accurately;
Comprehend and apply complex information presented in written and numerical form;
Prioritize projects to keep multiple projects moving in a timely manner to meet objectives and timelines;
Provide consultation, training and technical assistance concerning data and assessment best practices;
Communicate effectively both orally and in writing;
Interpret, apply and explain laws, codes, regulations, policies and procedures related to confidential student information;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and time lines;
Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Master's degree in education, public administration, social science or related field, and 3 years of professional level experience that involved project management, program evaluation, grant writing, and work with complex and varied educational or related analytics.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information.