



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ADMINISTRATOR, OFFICE OF ASSESSMENTS, DATA & ACCOUNTABILITY	42	A	5.214

Under general direction of the Superintendent of Public Instruction, the Administrator, Office of Assessments, Data & Accountability provides leadership and plans, organizes, directs and oversees the development and implementation of an aligned and articulated instructional assessment plan; State, federal and district accountability requirements related to student achievement and educational planning; and a secure, integrated and accessible data system to assist all stakeholders in the analysis, use, and appropriate retrieval of program related data.

Oversee the design, enhancement, implementation, delivery, and analysis of the State's mandated assessment system for K-12 education; coordinate and manage all assessment activity conducted within the Department to ensure effective and efficient measurements of student learning; research, develop and implement best-practices related to the design, delivery and analysis of assessments and their criteria; provide detailed technical expertise in the construction of assessments; provide detailed timelines and feasibility studies regarding the refinement or expansion in the delivery of assessments; ensure all assessment activity is aligned and in compliance with federal requirements.

Oversee the development, implementation, and analysis of accountability models to ensure compliance with State and federal requirements; develop and contribute accountability frameworks to the Elementary and Secondary Education Act Waiver; oversee and coordinate the expansion of accountability reporting to ensure end-users ability to access and interact with performance data; research, develop and implement best-practices related to the design and implementation of accountability frameworks and/or models.

Oversee the development and implementation of an effective and efficient system for the collection, maintenance, reporting, analysis and security of student, teacher and system performance data; coordinate efforts for a comprehensive approach in identifying the data needs of end-users; establish a culture of data-based decision making across the Department; oversee the development, implementation and accessibility of web-based tools and/or programs; ensure compliance with the Family Educational Rights and Privacy Act, State law, regulations, and national best practices in data stewardship and security.

Represent the department and Superintendent at meetings of educational agencies, organizations, and other groups; respond to requests for information from a wide variety of groups and individuals including school district administrators, educators, legislators, media representatives and other interested stakeholders; speak for the Superintendent regarding issues related to assigned program areas; draft and review proposed legislation; provide testimony before appropriate legislative committees at the behest of the Superintendent; and serve as a member of the Department's executive management team.

Manage contracts related to the State's assessments, accountability and data systems; assess contracts to ascertain if scope-of-work can be completed more efficiently and effectively internally versus externally; coordinate the development and oversight of new contracts; oversee vendors to ensure standards of performance are being met; ensure corrective action is taken when warranted.

Plan, organize, coordinate and administer the activities of staff within assigned program areas; provide for training and staff development opportunities; supervise assigned personnel to include performance evaluations, work performance standards; work assignment and review; scheduling and discipline.

SERIES CONCEPT (cont'd)

Develop and submit annual budgets for assigned program areas; evaluate budget requests in relation to the needs, priorities and goals of the office; review and approve expenditures for supplies, equipment purchases and repairs, travel and other items; prepare budget recommendations and justifications as requested.

Ensure compliance with all educational statutes including State laws and regulations, federal program rules and guidelines, and departmental policies and procedures; interpret, apply and explain program requirements; maintain current knowledge of pertinent State budgetary, purchasing and personnel administrative regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Possession of a valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in education, education administration, public administration, business administration, or closely related field and five years of professional experience relevant to the field of education which included responsibility for large scale educational assessment design, delivery, or analysis; and responsibility for at least two of the following areas: psychometrics; researching, collecting or analyzing data and statistics; developing reports and recommendations; program development, implementation, or evaluation; or supervision of staff; **OR** an equivalent combination of education and experience above the Master's degree level. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: psychometrics; large scale assessment design, delivery or analysis; State and federal laws pertaining to assessment and accountability; principles and practices relating to accountability; rules and regulations pertaining to the administration of State assessments; contract management related to large scale assessment contractors; State and federal standards for the safeguarding and stewardship of student data.

General knowledge of: principles and practices of management and supervision; basic financial processes sufficient to develop budgets and account for expenditures; data management. **Ability to:** analyze statistical data to identify trends, recognize standard performance and develop strategies for improvement; provide leadership and direction to assigned staff; plan, develop, and implement new, modified and/or improved accountability services and activities; read, comprehend and interpret administrative materials including State and federal laws, regulations, directives, manuals, trade and business publications, budgets and research reports; write grammatically correct business correspondence, comprehensive and analytical narrative and statistical reports, legislative proposals and other materials; communicate complex concepts clearly to various groups and individuals; make oral presentations to groups of various sizes; work effectively with diverse individuals and groups in the educational community; establish and maintain cooperative working relationships with others at all levels within and outside the department; access a national network of best practices through active participation in a recognized association or national lab/network.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: development, implementation, and analysis of accountability models; design, enhancement, implementation, delivery, and analysis of the State's mandated assessment system; State and federal rules, regulations, guideline, policies and procedures related to the assigned program areas. **Working knowledge of:** departmental policies and guidelines applicable to assigned program areas; State budget and personnel administration; mission, goals and activities of the Department. **Ability to:** provide leadership and direction to professional and administrative support staff; make final decisions regarding assessments, accountability and data management; testify before legislative bodies to present new regulations, justify budget requests and explain technical aspects of assigned program areas; plan, organize, coordinate and manage the activities of assigned program areas; supervise and evaluate the performance of assigned personnel; represent the department and Superintendent at meetings with education administrators, legislators, media representatives and the public; serve as a member of the department's executive management team; prepare and control assigned budgets.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.214

ESTABLISHED: 6/19/14R
8/21/14UC