



## Program Administrator of Formative Assessment Research, Planning, & Assessments Department 2018-2019 School Year

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### Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 55,000 students who speak more than 44 documented languages across 136 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21<sup>st</sup> century.

### What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement, requiring broad collaboration across an array of strategic partners. In 2014, SFUSD created an inspiring statement, [Vision 2025](#), which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, [Transform Learning. Transform Lives](#). SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and Vision 2025.

### Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

### Position Description

The Program Administrator (PA) for Formative Assessments will support the implementation of the SFUSD Learning-Based Assessment System, which outlines how standards and curriculum, effective instructional practices, and assessment fit together to support all students in meeting grade-level expectations. Specifically, the PA will lead the implementation of district mathematics assessments and the SFUSD Mathematics Validation Test. In addition to project management and coordination, the PA will oversee the design and implementation of tools to support scoring, calibration, communication, and use of data. As a member of the Formative Assessment Team, the PA may also lead special projects as assigned and provide ancillary support for other district assessments.

### Essential Duties and Responsibilities

- Promote mathematics instruction and interventions that close the achievement/access gap and accelerate and sustain student achievement through the use of assessment data.
- Create and steward a comprehensive plan for mathematics assessment implementation and professional development.
- Provide leadership and training for teachers and site administrators in the effective implementation of assessment measures and data use within the context of the Common Core State Standards and SMARTER Balanced Assessments.
- Build and support the use of dynamic reports and assessments in Illuminate for teachers, school and district leaders.
- Communicate trends, findings and assessment results in a regular newsletter to school and district leaders.

- Collaborate with district staff and/or contract consultants to develop high quality assessments, plan for data collection, and tools to analyze data.
- Prepare and present mathematics assessment overviews and data to district staff and cross-departmental collaborative partners.
- Participate in, and/or present at district professional development institutes.
- Support the work of the Achievement Assessments Office, which may include leading special projects and ancillary support for other district assessments.
- Perform related duties as required.

### The strongest candidates will have:

- Possession of a valid California Mathematics Teaching Credential preferred.
- Knowledge of the Common Core State Standards for Mathematics and the Next Generation Science Standards.
- Knowledge of balanced assessment systems, with an emphasis on using formative and interim assessments to drive planning and instruction.
- Demonstrated experience in program / project management and evaluation to support high quality assessment design and implementation.
- Experience interpreting results and communicating them in a comprehensible way for varied audiences.
- Experience facilitating ongoing collaboration with multi-department groups to develop goals and build consensus towards meeting project outcomes.

### Minimum Requirements

- Possession of a valid California Administrative Credential or eligibility for a California Administrative Credential.
- Five+ years of classroom teaching experience in an urban school setting.
- Successful experience planning and facilitating professional development at school sites (parents, teachers, and administrators) in understanding data reports and supporting schools in data-driven decision making.

### What We Offer

SFUSD is committed to attracting and retaining the best educators in the nation. Benefits of leading in San Francisco include:

- Competitive salary of \$103,450/year; 211 work days
- Comprehensive medical, vision, and dental insurance for administrators and their eligible dependents
- Extra Credit Home Purchase Program:  
<http://www.treasurer.ca.gov/cdlac/applications/applications.asp?app=ecthpp>

We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

### How to Apply

- Go to [www.sfusd.edu/jobs](http://www.sfusd.edu/jobs)
- Create a new Certificated Administrator account and complete an application.
- You will be prompted to attach a letter of interest, resume, references, and proof of administrative credential/license.
- Go the “Apply to Jobs” tab to view and apply for specific openings.
- Our Human Resources team will review your application to determine eligibility status and contact you directly should you move forward in the process.



Please check back often to connect your application to specific openings as they are posted. Applicants will be contacted based on the needs of the district. For more information about careers at SFUSD, please visit [www.sfusdjobs.org](http://www.sfusdjobs.org). For more information about SFUSD's mission and Strategic Plan please visit [www.sfusd.edu](http://www.sfusd.edu). For other questions, contact us at [adminrecruitment@sfusd.edu](mailto:adminrecruitment@sfusd.edu).

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*San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.*