



Executive Director, Assessment and Planning Research, Planning, and Assessment Division 2021-22 SY Job Description

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 54,000 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 21st century.

What It Means to Work Here

The SFUSD community is unified by our **Core Values**:

- Student-centered: We put students' needs first
- Fearless: We persist through challenges
- United: We celebrate and build on each other's strengths
- Social Justice: We stand with those most vulnerable in our community
- Diversity-driven: We respect and seek to understand each person

We are also inspired by [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 committed to and will champion our Core Values, 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.

As the **Executive Director (ED) of Assessment and Planning** you will report to the Chief of Research, Planning, and Assessments (RPA), and be a part of the RPA Leadership Team. You will provide strategic leadership and organizational support towards ensuring the implementation of SFUSD's balanced system of assessments of and for learning. You will play a leading role in leveraging a range of data to inform improvement planning for district and school leaders.

We expect our **0994 Executive Director (ED) of Assessment and Planning** will:

Demonstrate a Leadership Mindset

- Articulate a compelling vision for SFUSD's Assessment System, with an aligned focus on leveraging evidence of learning to support the Graduate Profile in Vision 2025
- Design and implement effective collaboration and data-informed improvement planning structures across LEAD and school leaders, Curriculum and Instruction, and other teams in ways that support students and school communities, and contribute to an effective impact on student achievement

- Partner with the Chief of Research, Planning, and Assessments to prepare and deliver presentations communicating complex data findings and information in an accessible way to a variety of audiences, including senior leadership teams, the Superintendent, the Board of Education, union partners, community partners, and other stakeholders, as appropriate

Manage to Results

- Drive coherence in the administration and use of state and district assessments in compliance with district and state policies and ensure clear guidance is communicated and supports are coordinated for district and school teams
- Execute division-wide planning and operations as determined by the Chief of RPA by coordinating collaboration and shared decision-making among the RPA Leadership Team
- Collaborate with other departments, as needed to further priority work connected to SFUSD's Strategic Plan and support district partnerships
- Prepare annual budget submission aligned with RPA's vision and priorities in collaboration with the Chief of RPA; organize and facilitate budget development process within RPA departments/teams; manage and monitor the RPA Division's annual budget

Manage Teams

- Lead and oversee RPA's state and district assessment teams in the implementation of SFUSD's Assessment Plan, including the development, communication, and support of administration guidance, as well as accessing and using results to inform instruction and supports
- Facilitate and/or contribute to cross-department collaboration structures to develop district strategy and support towards meeting assessment administration guidelines, integrating assessment and data systems, and communicating results to a range of stakeholders including district, school staff, and families
- Ensure tight coordination between the Chief of RPA and team, and other cross-department partners to ensure the effective development and implementation of the Administrators' Institute Data Sessions and subsequent data conferences and meetings
- Supervise and evaluate certificated staff

Manage Relationships

- Collaborate with state and federal partners, develop a complete understanding of state and federal legislation and guidelines on assessments and other related measures, and translate/implement to required action
- Facilitate the development and dissemination of RPA's assessment and planning communications and other related information to federal and state partners, Board of Education, Superintendent, senior leadership teams, Curriculum & Instruction, LEAD, and other stakeholders, as appropriate
- Effectively represent the district's assessment efforts to both internal and external audiences, and manage a variety of complex situations and media inquiries as appropriate

The strongest candidates will have:

- Knowledge of San Francisco's public schools/urban public schools and a passionate belief in SFUSD's commitment to instructional leadership as a lever toward delivering on the SFUSD Graduate Profile

- Experience in urban schools and issues facing urban schools including a personal vision of how to support systemic improvement efforts through the use of assessment and other key measures
- Expertise in matters of curriculum, instruction, and assessment, with a proven record of effectively planning, organizing and leveraging resources and systems to create and implement an assessment system that balances state and federal requirements with local assessments to meet a district's instructional vision and goals
- Demonstrated success with developing instructional leaders and leading effective teams
- Excellent written and verbal communication skills, including the ability to facilitate and/or present to large groups and a variety of audiences (e.g., staff meetings, executive briefings, public board meetings, memos)
- A strong record of managing organizational change and initiating key innovations
- Strong analytic and systems thinking necessary to interpret data to inform goals and strategy, as well as build infrastructure where none exists
- Ability to work effectively across multiple functions and roles within a complex organization
- A proven record of effectively planning, organizing and using resources to take action and achieve goals
- Strong interpersonal skills and the ability to build effective working relationships with senior level district staff and colleagues
- Ability to work effectively in difficult situations that involve confidential and sensitive matters
- Strong computer skills including GSuite and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)

Minimum Qualifications

- Valid CA Administrative Services Credential
- 4+ years of administrative experience

Desired Qualifications

- Master's degree (MA) in a related education field from an accredited college or university; advanced degree preferred
- Ten (10) years of professional-level experience in a large, urban school district, or human resources department, or other educational setting, with 5 years leading assessment strategy and implementation
- Strategic leadership and management experience; in a K-12 public educational setting preferred

Substitution: Education requirement may be substituted for additional professional-level experience on a year-for-year basis.

What We Offer

SFUSD offers a competitive salary commensurate with experience. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

- For **external** candidates who are not currently employed with SFUSD:
 - Visit <https://careers.sfusd.edu/> and click on Create Account/Sign In to begin your application.
- For **internal** candidates who are currently employed with SFUSD:
 - Visit <http://empowersf.sfusd.edu/> and login with your SFUSD email address and password. After logging in, navigate to the Career Page from the drop down menu at the top left corner of the page to search for open positions and begin your application.
- You will be prompted to electronically attach a letter of interest, resume, references, and administrative credentials/licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process



For more information about SFUSD's mission and Strategic Plan please visit www.sfusd.edu. For other questions, contact us at adminrecruitment@sfusd.edu.

Non-Discrimination Policy

San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. This policy extends to the San Francisco County Office of Education, including community school programs and activities.

For more information about the District's non-discrimination policy, please review [Board Policy 4030](#).