Position: Director, Math Assessment Collaborative (MAC)

DEPARTMENT: Mathematics and Statistics

IMMEDIATE SUPERVISOR: Emeritus Faculty Program Director

POSTING DATE: March 11, 2016

CLOSING DATE: Posted Until Filled

SALARY: Commensurate with qualifications and experience
Full time
Benefited position

EXEMPT STATUS: Exempt level

GENERAL NATURE OF POSITION: The Department of Mathematics and Statistics offers SJSU students the opportunity to experience working on real-world problems sponsored by local businesses and government agencies to investigate problems arising from their work.

The incumbent will lead, manage, and direct administration of performance assessments for Grades K-11 for over thirty school districts in the Bay Area. The incumbent will supervise scoring, and audit the scoring of approximately 50,000 tests.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. By working closely with members of the school districts, including assessment coordinators, schools sites, and other professional organizations, establishes the Collaborative Program in school districts.

2. Authors assessment tests for grades K – 11 for each grade level for annual assessment and use as formative assessment to prepare for the CA tests. Supervises the translation of exams into Spanish.

3. Coordinates all aspects of test administration by coordinating with school districts to give the assessments during the testing window in March each year. Collects sample tests from districts for analysis and to write the Tools for Teachers and to set cut scores for 4-point rubric on the exams. Collects data on the test results and demographic data from each participating district and supervises the analysis of such data by an outside firm we contract with for data analysis.

4. Hires and trains scoring leaders on 60 tasks (5 per grade level), to ensure consistency and objectivity. Provides direction or supervision and professional development for the staff.

5. Prepares scoring materials, and organizes and schedules scoring and scoring assignments for scoring sessions.

6. Writes Tools for Teachers for each grade level, a document that provides data on each task for each grade level, with analysis of student errors and suggestions for remediation.
7. Reports the Collaborative’s progress to the Program Director, the College of Science, and participating school districts.

INTERPERSONAL CONTACTS:

- The Director reports directly to and receives general supervision from the Emeritus Faculty Program Director
- Works closely with SJSU campus and San Jose State University Research Foundation employees across all levels, and most closely with assessment coordinators in the over thirty school districts that this program provides services to.
- Works closely with members of school districts, schools sites, and other professional organizations to establish positive and productive professional partnerships.

1) Education and Experience

- Bachelor’s degree is required.
- Teaching credential is required. Experience teaching mathematics at the middle school level highly preferred.
- Minimum of three years of relevant experience in administration of educational or non-profit programs.

2) Knowledge, Skills and Abilities required

a) Demonstrated skills and ability to establish and maintain effective and productive working relationships across a diverse community of students, parents, teachers, university and K-11 personnel, as well as industry and community members. Understanding of educational non-profit institutions in relation to community outreach.

b) Demonstrated experience in a leadership role involving managing multiple priorities.

c) Experience and skill in supervising and actively developing a diverse staff, including students, teachers, and community members.

d) Expertise with budget planning and reporting, resource mobilization and allocation.

e) Solid communication skills, oral, written, and presentation, to facilitate communications among individuals and groups, internal and external.

f) Solid writing skills to prepare program outlines and content materials, assessment tests, comprehensive reports, program description, informational articles and publicity, and general business correspondence.

g) Solid experience in Microsoft Office (Word; Excel; PowerPoint) for developing written communications and presentations.

h) Experience working with diverse and disadvantaged students, including but not limited to low income and first-generation college-bound students. An understanding of the challenges and knowledge of successful programs to improve the achievement of educationally disadvantaged groups in math based disciplines.

3) Physical Requirements

a) Must be able to operate a PC, including a mouse and keyboard.

b) Must be able to operate office equipment.

c) Must be able to use a telephone and/or headset.

d) Must be able to navigate uneven surfaces and carry materials.

e) Must be able to stoop, bend, and use stairs frequently and regularly.

f) Must be able to drive own vehicle.

g) Core business hours may vary, with flexibility required to accommodate meeting, programming, and emergency needs.
4) Complexity of Duties

a) Exercises independent judgment in developing methods and evaluating criteria for achieved results.
b) Works on projects where analysis of data or solutions requires an evaluation of various factors.
c) Work has high impact on department’s ability to provide effective services and ability to meet deadlines.
d) Works with minimal direction on projects/programs.
e) Works on a variety of projects at any given time – multi-tasks
f) Works both independently or in a group/team effort.
g) Various evening and weekend work required throughout the year.

SUPERVISORY RESPONSIBILITIES: Provides direction to scoring leads.

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

The SJSU Research Foundation website’s job listings page, which also has a link for downloading an application, can be found at http://www.sjsu.edu/researchfoundation/open/index.html

San Jose State University Research Foundation
Attn: HR/Job Code
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.
The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.