



Assessment, Research, and Evaluation Office

ISO/ProMS – LOWER LEVEL OBJECTIVES

The Assessment, Research, and Evaluation Office acknowledges the need for documented and measurable departmental lower level objectives that support the District’s Strategic Plan, the Three Pillars, and Operational Expectations. Therefore, the staff has identified the following departmental lower level objectives:

Lower Level Objective 1	Provide training to test site coordinators on all four state mandated assessments prior to the first day of testing for each program.
Specific Support to Strategic Plan and/or Operational Expectation	<ul style="list-style-type: none"> x Pillar I – Career and College Ready Students & III – Organizational Transformation x OE 1 – Global Operational Expectation
Implementation	<ul style="list-style-type: none"> x Identify test site coordinators for each state mandated assessment program at the beginning of each school year. x Provide multiple pre test administration training opportunities for all test site coordinators to be trained on testing processes and procedures.
Measurement	<ul style="list-style-type: none"> x Keep track of attendees from each school to ensure that all schools have at least one person trained to coordinate assessments

Lower Level Objective 2	Ensure that all student results are sent to students, parents, and schools by established program deadlines.
Specific Support to Strategic Plan and/or Operational Expectation	<ul style="list-style-type: none"> x Pillar II – Family and Community Engagement x OE 9 – Communicating with the Public
Implementation	<ul style="list-style-type: none"> x Organize test results to be sent to stakeholders by established program deadlines.
Measurement	<ul style="list-style-type: none"> x Keep track of when test results are received and when they are sent to stakeholders.
Desired Results	All test results are sent to stakeholders by each program’s established deadline.