



**TITLE:** DIRECTOR V, RESEARCH, ASSESSMENT AND EVALUATION

**WORK YEAR:** 221 Work Days

**NON-WORK:** 28 Days

**REPORTS TO:** Assistant Superintendent, Curriculum & Instructions TK-12

**PRIMARY FUNCTION:**

Under the direction of the Assistant Superintendent of Curriculum & Instruction, provide service and support for all program research, assessment, and evaluation efforts throughout the district and with its partners. Provide oversight for all research requests and design quasi- and experimental projects for student learning and well-being. Support all site, district, state, local, national and international assessment programs as directed. Maintain longitudinal data files. Maintain a student data warehouse. Provide District, State, Federal and other reports for decision making, program evaluation, and compliance. Coordinate department functions and direct the work of staff.

**ASSIGNED RESPONSIBILITIES:**

- Review, approve, and oversee all research requests.
- Coordinate District-wide research studies with District personnel or outside agencies.
- Plan, direct, and report all assessment programs. Design evaluations for District programs and initiatives.
- Assist departments in creating assessments and systems that are valid, reliable consistent, and beneficial.
- Generate shared reports on aspects of student learning and well-being that can be used for decision making, program evaluation, monitoring, feedback, and other educational uses.
- Assist with collection, disaggregation, analyses and use of individual student achievement data that sites will use to identify students in need of intervention (“by name and by need”) and design, implement and evaluate interventions for those underperforming students, grade levels, sub groups, etc.
- Prepare research summaries or data analyses as requested by Superintendent.
- Prepare and post school accountability report cards.
- Complete required data collection forms from the State and Federal governments. Ensure deadlines for District and school reporting are met. Attend state and local meetings related to state and national testing.
- Manage a staff of Senior Program Evaluators, a Language Assessment Center and Assessment Technicians.

- Maintain Research, Assessment and Evaluation (RAE) section of the District website and the RAE web portal.
- Manage assigned budget.
- Design, deliver, and coordinate professional development on all aspects of the department's work.
- Direct District data reporting processes according to established State and Federal rules and timelines.
- Provide technical assistance to School Principals, as requested, for the purpose of supporting site-based technology planning.
- Develop proposals for new systems or the enhancement, improvement and/or replacement of existing systems.
- Perform other related functions as assigned.

### **KNOWLEDGE:**

- Federal, State, Local Accountability systems, components, and reporting (i.e. LCAP, CAASPP, Gallup, etc.)
- Data systems and data visualization tools (i.e. CalPADS, CalPASS, Illuminate, Data Quest, AERIES, National Student Clearinghouse, Google Fusion Tables, Tableau)
- Educational evaluation and research.
- Statistical skills.
- Computer software applications: Microsoft Office Suite, especially Excel including add-ins at an intermediate to advance level. Knows or is willing to learn Microsoft Access, SPSS, R. and other analysis tools.

### **ABILITY:**

- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Work effectively in the absence of supervision.
- Establish and maintain cooperative and effective working relationships with others.
- Train and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and job-related equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

### **PHYSICAL:**

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.

- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

**MENTAL:**

- Ability to organize and coordinate schedules.
- Ability to analyze and interpret data.
- Problem solving.
- Ability to communicate with the public.
- Ability to read, analyze and interpret printed matter and computer screens.
- Ability to create written communication so others will be able to clearly understand the written communication.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

**ENVIRONMENT:**

- Indoor–frequently.
- Outdoor–occasionally.
- Ability to work at a desk and in meetings of various configurations.

**EDUCATION, LICENSES AND EXPERIENCE:**

- Master’s Degree or equivalent.
- Administrative experience preferred.
- Valid California Driver’s License, and proof of automobile insurance.
- Travel to various school sites as needed.