

## **DIRECTOR OF RESEARCH, EVALUATION, AND ACCOUNTABILITY**

### **Purpose Statement**

The job of Director of Research, Evaluation and Accountability is done for the purpose/s of directing, coordinating, and overseeing the development and implementation of programs and services for district testing and assessment; conducting applied research; administering personnel policies within the department; enhancing learning opportunities for students and families; monitoring progress and effectiveness of site programs and providing professional and administrative assistance at all levels and staff assistance to the district leadership in the areas of research, evaluation and accountability.

### **Essential Functions**

- Directs and oversees testing and assessment program components, support needs and material (e.g. school accountability report card, assessments, data collection, etc.) for the purpose of delivering services which conform to established guidelines and ensuring compliance with relevant local, state and federal regulations.
- Recommends curriculum changes based on assessments for the purpose of improving student academic performance and complying with relevant local, state and federal regulations.
- Researches a variety of information (e.g. best practices and methods, legal compliance issues, etc.) for the purpose of developing new programs and/or testing and assessment master plans.
- Collaborates with Department of Education, other administrators, personnel and outside organizations for the purpose of coordinating activities and programs, resolving issues and receiving/conveying information.
- Develops and monitor district testing schedule(s) for the purpose of ensuring effective and efficient academic testing services are maintained with all relevant regulations.
- Monitors projects, grants and programs for the purpose of ensuring that services comply with district, state and federal requirements.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Facilitates and participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform assigned program functions and maintain compliance with relevant local, state and federal regulations.
- Provides technical expertise and assistance to Superintendent's Cabinet, Principals and Directors of Curriculum, District Academic Support Programs, Categorical Programs, Special Support Services, and Information Technology regarding assigned functions for the purpose of assisting with administrative functions.
- Serves as a liaison with the Information Technology Department for the purpose of supporting district and state assesment programs related to development of required pre-identification files and accurate reporting of demographics data and student scores.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives .

- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Works in collaboration with IT to create operational Dashboards using BI tools for use by key members in the organization.
- Serves as the liason with Superintendents cabinet members, directors and principals for the purpose of developing administrative dashboards that assist with administrative functions and monitors programs.
- Develops partnerships and communicates with feeder schools/Colleges and Universities for the purpose of extracting/sharing data to develop and/or evaluate programs from grades K-20.
- Coordinates the implementation and training for the Data Management System.
- Collaborates with Information Technology for the purpose of updating CALPADs, for the purpose of ensuring accurate data reporting.
- Provides technical expertise to evaluate programs and progress monitoring as it relates to goals in the LCAP.
- Works in collaboration with Cordinated Intervention Specialist (CIS Coordinators) to provide information and data in regards to progress monitoring effectiveness of site programs (e.g AVID, Math/Literacy Workshops).
- Work with site Coordinated Intervention Specialist (CIS Coordinators), counselors, and administrators to monitor the progress and coordinate interventions of English Learners, Special Education Students, and other at-risk students.
- Assist the Superintendent and cabinet in stakeholder engagement, program monitoring and data analysis for the purpose of strategic planning and LCAP development.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to oversee departmental budget; review and interpret highly technical information, including statistical data; write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: data analysis including creating charts, graphs, disaggregating data, etc.; office

application software; business telephone etiquette; program assessment and reporting methodologies; and pertinent laws, codes, policies, and/or regulations..

ABILITY is required to organize a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working with detailed information/data; setting priorities; and working as part of a team.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

### **Education/Experience**

Master's degree in educational leadership or related to the field of research, evaluation and accountability required. A minimum of three years, within the last five years, of experience in school district administration or in organizations related to education (i.e. institutions of higher learning). Experience as a principal is highly desirable. Background and knowledge of educational testing, assessment, research and accountability activities required.

### **Required Testing**

None Specified

### **Certificates & Licenses**

California Teaching or Counseling Credential  
California Administrative Services Credential/ or  
Certification of Eligibility for Administrative Credential  
Valid California Driver's License

### **Continuing Educ./Training**

None Specified

### **Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*