

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR OF RESEARCH AND GROWTH

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution
- (2) Successful experience in designing and implementing research and growth strategies.
- (3) Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, both orally and in writing. Ability to present information effectively to a variety of audiences. Ability to respond to questions from groups, employees, and the general public. Ability to work with measurement and evaluation. Ability to use effective public relations skills. Ability to work collaboratively with others. Ability to establish and maintain effective working relationship with students, staff and the school community. Ability to use conflict resolution strategies. Ability to lead groups to consensus. Ability to collect, analyze and interpret data. Ability to define problems, collect data, and draw valid conclusions. Ability to make decisions based on relevant information. Ability to plan, establish priorities and use time effectively. Ability to use current technology in administration and instruction. Knowledge of the Student Progression Plan. Knowledge of district curriculum and instructional programs. Knowledge of current trends, research and best practices in curriculum and instruction. Ability to apply knowledge of current research and theory in specific field. Knowledge of learning theory and program planning. Knowledge of national, state, and district educational goals and standards. Ability to read, interpret and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes. Ability to understand Florida statutes related to assessment. Ability to use computer and software applications.

REPORTS TO:

Executive Director of Teaching & Learning

JOB GOAL

To provide leadership in program evaluation, instructional and institutional research, assessment and planning.

SUPERVISES:

Assigned Personnel

DIRECTOR OF RESEARCH AND GROWTH (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Coordinate District and State student assessment administration program, including designing strategies and procedures for tests administration.
- *(2) Coordinate analysis and distribution of test data to maintain and improve quality of assessment programs.
- *(3) Coordinate with schools for test administration services and products.
- *(4) Provide information to parents and members of public related to district assessment process and data interpretation.
- *(5) Provide training and assistance to schools on data analysis as it relates to the school improvement planning process.
- *(6) Prepare detailed interpretations of group tests and state assessment results.
- *(7) Serve as contact person for statewide assessment programs.
- *(8) Coordinate local research, needs assessment projects, and program evaluation.
- *(9) Conduct research and disseminate findings to leaders on current trends, best practices, promising programs and program evaluation.
- *(10) Assist District and school personnel in collecting, organizing, analyzing, and interpreting data and using data to make instructional decisions.
- *(11) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- *(12) Direct a comprehensive integration of systems and institutional science.
- *(13) Oversee the establishment of a tracking system of research and growth.
- *(14) Annually complete a comparative analysis of Flagler County students compared to the state and nation.
- *(15) Use technology effectively.
- *(16) Provide oversight of processes utilized to ensure accuracy of data reported in accountability systems.

Inter/Intra-Agency Communication and Delivery

- *(17) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Keep supervisor informed of potential problems or unusual events.
- *(20) Serve on district, state or community councils or committees as assigned or appropriate.
- *(21) Provide oversight and direction for cooperative planning with other agencies.
- *(22) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- *(23) Interact with district charter schools to ensure the implementation of the District Assessment program.

Professional Growth and Improvement

- *(24) Maintain a network of peer contacts through professional organizations.
- *(25) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- *(26) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(27) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.

DIRECTOR OF RESEARCH AND GROWTH (Continued)

- *(28) Participate in state training programs and courses to increase the level of department services.

Systemic Functions

- *(29) Represent the district in a positive and professional manner.
- *(30) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(31) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(32) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(33) Conduct periodic studies for the purpose of improving the delivery of department services.
- *(34) Assist in the development of policies and procedures for department services.

Leadership and Strategic Orientation

- *(35) Provide leadership and direction for assigned areas of responsibility.
- *(36) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(37) Assist in implementing the district's goals and strategic commitment.
- *(38) Exercise proactive leadership in promoting the vision and mission of the district.
- *(39) Set high standards and expectations and promote professional growth for self and others.
- *(40) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, and delivery of services and evaluation of services provided.
- *(41) Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
- *(42) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(43) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (43) Perform other tasks consistent with the goals and objectives of this position.
- *(44) Support the Teaching and Learning pillar of district Strategic Framework.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

Job Description Supplement No. 11

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Flagler Schools Strategic Framework – Teaching & Learning

Salary Lane: Non School-Based Admin AUZ

Approved 06/19/2018