

Job Title:	Executive Director, Assessment, Evaluation & Analytics	Job Code:	110622
Job Family:	Non-Certified	FLSA Status:	Exempt - E
Pay Program:	Administrative	Pay Range:	L21
Typical Work Year:	12 months		

SUMMARY: The Executive Director of Assessment, Evaluation & Analytics develops, supervises and evaluates all district functions in the areas of testing, assessment, district and school accreditation, monitoring reports, and other assigned duties associated with school assessment and accountability. Responsibilities include: informing classroom educators and administrators on the implementation and analysis of all K-12 assessments; developing assessments that would inform educators of effectiveness of instruction and students on their learning based on state standards and grade level expectations; supervising the administration of all local and state assessments; coordinating the district’s and schools’ accreditation and school improvement plans; ensuring measurable improvement in and availability of best practices, research, evaluation and assessment systems that contribute to schools’ instructional achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate, develop, and evaluate the district’s comprehensive student assessment program, including all State-mandated assessments, to ensure compliance with all State and district requirements and to promote the use of assessment data in making sound educational decisions. Collaborate with content area specialists, school staff, and educators to develop and implement assessments which lead to high-quality instructional excellence and learning. Articulate a district assessment vision and beliefs regarding assessments and recommend policies to support student achievement and Board of Education ends.	D	15%
2. Analyze district, school, teacher, and student performance data on State and district assessments and other measures to foster improved system performance and inform the district’s strategic priorities and improvement plan. Analyze and interpret assessment results and other outcome data for schools, administrators, the Board of Education, and the public. Investigate data management systems to better meet the needs of district staff to improve student outcomes. Collaboratively support and monitor the transition to and implementation of all district management systems.	D	15%
3. Oversee and monitor State accountability processes including providing technical assistance with school and district performance frameworks and developing district and school improvement plans. Design and provide professional development for school-based educators related to educational accountability.	D	10%
4. Create and provide professional development for teachers and administrators for their improvement of teaching practices in the area of assessment construction, administration, and data analysis. Foster a collaborative culture emphasizing continuous improvement of the quality of education in every classroom.	D	10%
5. Coordinate the administration, reporting, and analysis of student, parent, and staff surveys in support of the district’s strategic priorities and Board of Education policies.	D	10%
6. Design and coordinate the implementation of program evaluations aligned to the district’s strategic initiatives. Create program evaluation analyses and reports to communicate findings and recommendations.	D	10%
7. Directs and monitors office functions and select personnel to ensure effective and efficient work. Evaluates select staff performance in accordance with district guidelines.	D	10%
8. Coordinate the preparation of Board of Education monitoring reports pertaining to Learning Services for the superintendent, deputy superintendent, and chief academic officer’s review.	D	5%
9. Review and approve all internal and external research proposals in accordance with district policy.	M	5%
10. Collaborate with IT staff to review and validate data submissions to the Colorado Department of Education.	D	5%
11. Perform other duties as assigned.	Ongoing	5%

TOTAL		100%
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EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Education Assessment, Research, Program Evaluation or Education Administration.
- Minimum of five (5) years of experience in assessment, research and program evaluation.
- School level teaching and administrative experience preferred.
- Must successfully complete current district training for supervision of classified staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong educational leadership skills.
- Thorough knowledge of educational assessment methodology, including assessment design and data analysis.
- Considerable knowledge of current research in testing and evaluation.
- Considerable knowledge of current legislation, literature, trends, methods and developments in the area of assessment, accountability and program evaluation.
- Demonstrated interest and passion for assessment and program evaluation as tools to improve instruction.
- Ability to effectively communicate and collaborate with all levels of district and state personnel.
- Knowledge of standards based education.
- Basic microcomputer and software skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft office applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of current student information system applications required within one (1) week of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Administrative Assistant	1	070716
	Research and Data Analysis Coordinator	2	032907
	District Assessment Coordinator	1	1341
	Accountability and Measurement Specialist	1	3054

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for developing, administering, monitoring and coordinating the department’s budget.
- Responsible for interviewing, hiring, training, evaluating, directing, disciplining, and terminating employees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			
WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	