

	<b>POSITION DESCRIPTION</b>
<b>Title: Director, Information &amp; Evaluation</b>	
<b>Department: Technology &amp; Information Services</b>	<b>FLSA Classification: Exempt</b>
<b>Bargaining Unit: None</b>	<b>Work Year: 12 Month</b>
<b>Reports to: Assistant Superintendent, Technology &amp; Information Services</b>	<b>Board Approval Date: October 12, 2022</b>

**Salary Grade: Range 27 - Classified Scheduled Management Salary Schedule**

**Primary Function:**

Under the direction of the Assistant Superintendent, Technology & Information Services plans, organizes, controls, and directs the District’s Information Services department in support of data literacy across the district with a lens of student equity, achievement, and growth; is the primary liaison between the various district departments as this relates to data, assists with the selection and implementation of data and information systems platforms and related data technology for the District’s instructional and administrative needs; provides leadership in the development of information management systems and performs related work as required; oversees all mandated State and Federal data reporting including California Longitudinal Pupil Achievement Data System (CALPADS), and Office of Civil Rights (OCR); directs, coordinates, and oversees the administration and implementation for federal, state, and district assessment programs and related data management activities including the California Assessment of Student Performance and Progress (CAASPP).

**Essential Job Functions include, but are not limited to the following:**

- Plans, implements, and monitors the various State and Federal data reporting requirements coordinating with other departments as needed
- Responsible for the integration of the various information systems to ensure they are compatible with providing accurate data reflecting student outcomes.
- Plans, implements, and monitors various data projects coordinating as needed with other departments.
- Plans, implements, and monitors data related to all State and Federal mandated testing.
- Develops and monitors district testing schedule(s) to ensure effective and efficient academic testing services are maintained with all relevant regulations.
- Responsible for all aspects of mandated state testing, plans, directs, and supervises the administration and implementation of state, federal, and district assessment programs, and establishes and monitors all test security procedures.
- Consults with Educational Services leadership and personnel in appropriate uses of test information and the development of district curriculum materials and assessments.
- Plans, designs, organizes, supervises, and evaluates the workflow of the Information Services Department.
- Develops processes and best practices for procedures, reports, and training related to data quality initiatives across the division.
- Assist in developing division-wide data files for data warehousing and student outcome reporting.

- Assists in the design of solutions for educational applications of technology and in promoting their use by teachers, students, staff, and administrators.
- Assists in the development of policies and procedures for the use of computers, mobile devices, and technology for administrative and instructional purposes.
- Advises staff on the development, implementation, or acquisition of software programs to service District operations and/or instruction/education needs.
- Consults with schools and district departments regarding data systems management, acquisition, information requirements, school plans, and other information technology-related matters.
- Ensures optimum acquisition, deployments, installation, maintenance, utilization, repair, and security of available information technology.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Student Information Systems, Data Management Systems
- Principles of organization and management
- Principles, practices, and methods used in systems analysis, design, and programming
- Effective communication techniques to creatively connect with current and potential business partners in a positive relationship
- General principles of supervision, training; and providing work direction to others
- Teaching and learning as it relates to abilities, techniques, instructional practices, successful staff development practices, and integrated technology training
- Principals, practices, and troubleshooting of structured data query languages including SQL and Google Sheets

### **Education and Experience:**

Bachelor's Degree in computer science, information systems, or related field from an accredited college or university desired; five (5) years or more progressively responsible experience in the area of technology, education, or public, business, or management administration; or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

### **Licenses/Certifications:**

- Valid California driver's license
- Valid Administrative Services Credential highly desirable

### **Abilities:**

1. Act professionally and positively
2. Establish and maintain cooperative and effective working relationships with others
3. Use tact, patience, and courtesy
4. Highly developed project management skills
5. Highly proficient computer skills in Google Sheets including complex formulas and scripting
6. Highly proficient computer skills in Microsoft Office: Word, Excel, and PowerPoint
7. Knowledge of SQL or another structured query language
8. Principles and methods of information processing, storage, and networking
9. Excellent oral and written communication skills

**Working Conditions:**

1. Office environment.
2. Hours may vary to meet needs including occasional nights and weekends.
3. Some local and out-of-county travel may be required for the purpose of meetings, events, and other activities.

**Physical Abilities:**

1. Hand/eye coordination and manual dexterity to carry out all aspects of the position
2. Lift and carry moderately heavy testing materials, computer equipment, or other supplies
3. Mental ability to think quickly, logically, and handle multiple tasks/projects simultaneously
4. Normal physical strength and endurance for standing, sitting, bending, reaching, and walking
5. Speaking in an understandable voice with sufficient volume to be heard at a normal conversational distance, at meetings, and on the telephone
6. Sufficient hearing to carry out all aspects of the position
7. Visual acuity and depth perception to read a variety of materials and inspect work in progress

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit; talk and hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee continuously interacts with the public and staff. The noise level in the work environment is usually moderate to loud.