CENTRAL UNIFIED SCHOOL DISTRICT   **POSITION DESCRIPTION**

Position: Supervisor of Research, Assessment & Evaluation   **Classification:** Certificated Management

Reports to: Chief Academic Officer   **Range:** Certificated Management Salary Schedule

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience equivalent to a Bachelor's degree from an accredited college or university, and successful experience in designing and implementing educational evaluation, research, and/or assessment projects. Graduate degree from an accredited college or university with coursework in evaluation, research, measurement, assessment, and/or statistical analysis is desirable. Evaluation, research, and/or assessment experience in California county office of education or school district is desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License.

BASIC FUNCTION

Plan, organize, and direct the research, evaluation, and assessment services of the district; coordinate the administrative analysis, interpretation, and results of state and district testing programs; provide evaluation information to support decisions related to the improvement of all instructional and categorical programs. Plan, coordinate, implement, and direct the implementation and monitoring of categorically funded programs.

SUMMARY

Under the direction of the Educational Services Assistant Superintendent, Chief Academic Officer. Plan and implement all phases of educational evaluation and research studies, including study design, sampling, quantitative and qualitative data collection and analysis, and reporting; seek funding sources; prepare and implement contracts and grants for evaluation, research, and assessment projects; write proposals and applications for evaluation, research, and assessment projects, including the development of project design, timelines, staffing, and budgets; manage the administration of state testing programs for students; develop and present assessment and accountability data to staff and clients, and assist them in understanding and using the data for program improvement; implementation of district tech plan; plan, convene, and facilitate meetings of district testing evaluation staff to provide updates, and work on collaborative projects; and provide guidance to other staff.

PERSONAL CHARACTERISTICS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, effective oral and written communication, and ability to work cooperatively with others.

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Revised: April 9, 2012

SPECIFIC RESPONSIBILITIES

- Oversee all required state testing and district assessments
- Research, develop and effectively implement systems for increasing the effective collection, reporting, analysis and use of data at all levels of the district focused on improving student learning and effectively monitoring the implementation of the District Strategic Operating Plan
- Research, plan and implements academic accountability systems that are based on effective data driven performance parameters
- Develop and implement all data collection procedures for required state and board mandated reports
- Supervise staff in the completion of all mandated state and board reports
- Provide quantitative and qualitative evaluation reports for various educational programs as required by the Chief Academic Officer or the Superintendent of schools
- Analyze data and prepare statistical reports required by the Board, Superintendent of School, State of California, and Federal government.
- Provide staff with professional development activities related to data collection, report design, data analysis
- Prepare and facilitate presentations to stakeholders
- Review and approve all outside research and consultant's requests
- Coordinate efforts to provide stakeholders with data required to evaluate various educational programs
- Collaborate with technology services to develop and maintain effective systems to track, monitor and assess student achievement data to ensure accuracy of information.
- Provide duties as assigned by the Chief Academic Officer.

SPECIFIC QUALIFICATIONS

Knowledge Of

- Evaluation and research methodology and theory
- Descriptive and inferential statistical analysis procedures and interpretation
- Psychometric aspects of testing
- California's state testing programs including the administration process, data reporting, and appropriate ways to analyze, interpret, and use data
- California's accountability program, how the Academic Performance Index (API) and Annual Yearly Progress (AYP) are computed, and how they are appropriately interpreted and used.

Ability To

- Provide data and interpretation to support decisions related to the improvement of instructional programs
- Operate computers and peripheral equipment properly and efficiently
- Establish and maintain productive working relationships with District administrators, teachers and support staff
- Maintain knowledge of current technological advances in the field.

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- Communicate effectively both orally and in writing to a variety of audiences
- Interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little or no direction
- Access and use statistical software and databases for measurement, testing and evaluation
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff

PHYSICAL ABILITIES

Office environment; driving a vehicle to conduct work. Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials; lifting and moving boxes up to twenty-five pounds; dexterity of hands and fingers to operate a computer keyboard.

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