MT. DIABLO UNIFIED SCHOOL DISTRICT

DIRECTOR, ASSESSMENT, RESEARCH AND EVALUATION 10/11.5

Primary Function

Under the direction of the Executive Director, Instructional Support, plan, organize, coordinate, implement, and direct the assessment, research, and evaluation services of the district; coordinate the administrative analysis, interpretation, and results of district testing programs; provide process and product evaluation information to support decisions related to the improvement of instructional and categorical programs.

Directly Responsible To

Executive Director, Instructional Support

Supervision

Supervises and evaluates assigned classified staff.

Major Responsibilities

1. Plan, organize, coordinate, implement, and direct the assessment, research, and evaluation services of the district: coordinate the administrative analysis, interpretation, and results of district testing programs; provide process and product evaluation information to support decisions related to the improvement of instructional and categorical programs.
2. Will upon request provide data related to federal and state funded programs.
3. Provide professional development to staff regarding data systems, test development and administration, data collection and analysis, and use of data in instruction and learning.
4. Organize, direct, and evaluate all functions for the Assessment, Research and Evaluation department; set goals for the division and assist with planning programs; assist with decision making and problem solving; monitor and evaluate the progress of the programs.
5. Produce reports and advise the Superintendent regarding interpretation and use of data analysis.
6. Plan, direct, and supervise the administration and implementation of state, federal, and district assessment programs and establish and monitor all test security procedures.
7. Plan, direct, and communicate the district testing calendar.
8. Plan, direct, and supervise the ordering, distribution, collection, processing, shipment, scoring, and reporting of individual student results for state, federal, and district assessment programs.
9. Plan, direct, and supervise the professional development of site test coordinators and the activities and communications that support their work.
10. Communicate policies, procedures, and information related to state, federal, and district assessment programs on an ongoing basis to site administrators, Assistant Superintendents, and other central office administrators.
11. Perform liaison duties with the Technology and Information Services to support district assessment programs, including development, processing, and scoring of test materials, related data reporting activities, and the development of a school-accessible student database.
12. Assist in the analyses of state, federal, and district assessment data and the interpretation and reporting of results to the Board of Education, the Superintendent, Assistant Superintendents, district managers, site personnel, the California Department of Education, community agencies, and the news media.

13. Train, supervise, and evaluate the performance of assigned staff; provide for continuing departmental staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
14. Consult with curriculum personnel in appropriate uses of test information and the development of district curriculum materials and assessments.
15. Plan and develop the annual budget for the Department and monitor, control, and authorize expenditures in accordance with district procedures.
16. Provide data analysis and reporting; design data-collection strategies; collect and/or assemble data; design basic information services to facilitate the analysis of data; identify and apply appropriate statistical analysis; produces graphical, tabular and narrative summaries of data and statistical analysis; write reports and executive summaries of findings.
17. Supervises the development of instruments for district-wide assessment of basic skills proficiency and directs program monitoring of Research and Evaluation.
18. Assists in providing the staff development for teachers and administrators that reflects district goals and site plans.
19. Assists in providing a staff development delivery system that is based on site needs and that integrates content and process.
20. Supervises the development of instruments for district-wide assessment of basic skills proficiency and directs program monitoring of Research and Evaluation.
21. Provides high level technical assistance in the selection and ordering of textbooks and supplementary instructional materials.
22. Serves as liaison and general education support to Assistive Technology Department to provide Accessible Instructional Materials (AIMS) to special education and non-special education students with identified needs.
23. Coordinates with Technology and Information Services to support the integrity of the district electronic textbook and library inventory system.
24. Attends job-related meetings and activities specified by the Executive Director.
25. Perform related duties as assigned.

Qualifications

Knowledge and Skills

1. State and federal laws, regulations, and codes applicable to state and federal testing programs and accountability processes.
2. District policies and procedures related to assessment, accountability, standards, curriculum and instruction, data access and confidentiality, and other related areas.
3. District literacy, mathematics, science, and history/social science curricula in order to provide assistance in appropriate assessment development and provide guidance to sites regarding the administration of appropriate national, state, and district assessments.
4. California State Content Standards.
5. Oral and written communication skills to effectively communicate with the Board of Education, administrators, teachers, other staff, parents, various district advisory groups, community members, and the news media.
6. Process of grant application, review, and implementation.
7. Data analysis processes and proper evaluation procedures.
8. Principles and practices of administration, supervision, and professional development.
9. Principles and techniques of budget development and management.
10. Keep current about related educational research and trends and applicable federal, state, and district laws, rules and regulations, codes, policies, and procedures.
11. Establish and maintain cooperative and effective working relationships with others.

12. Develop presentations and conduct professional development.
13. Plan, prioritize, and manage programs, projects, and budgets to meet timelines and utilize resources effectively.
14. Analyze problems, make decisions, and be responsible for those decisions.
15. Communicate effectively both orally and in writing.
16. Interpret, apply, and explain rules, regulations, policies, and procedures.
17. Supervise and evaluate the performance of assigned staff.

Education, Training, and Experience

1. Any combination of education, training, or experience in educational research and evaluation.
2. Planning and accountability, statistics, or other related field; higher-level degree or equivalent is recommended and preferred.
3. Five years of progressively responsible experience in education or a related profession, with a least three years experience in an educational institution or setting,
4. At least two years of leadership or management experience.

WORKING CONDITIONS:

Office environment and driving a vehicle to conduct work. Fast-paced work, short timelines, frequently changing priorities and assignments. Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Range 32 - DMA Salary Schedule
248 days (includes 24 vacation days)

Adopted by the Board of Education: June 25, 2015