



NEW: 07/01/2026 Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE OFFICER ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides administrative leadership for the management of Accountability, Research, and Systems Improvement division. Oversees the District's research and evaluation agenda and coordinates the improvement planning cycle at the District and school levels. Responsible for the implementation of District policies related to accountability and improvement planning. Ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data on both implementation and outcome metrics.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership for the development of District research and evaluation services and supervises implementation
- Provides technical assistance in the development of District's strategic plan
- Provides consultation to facilitate division efforts in research and evaluation
- Provides leadership for the District testing program by serving as the District's Assessment Coordinator and communicates the results to staff and others as appropriate
- Supervises the development and refinement of the District's testing program
- Provides leadership for the planning and development of the District's evaluation program to obtain information on achievement of system wide and individual school goals and objectives
- Provides leadership for the planning and implementation of institutional research
- Provides leadership in developing data bases that will be used to research and evaluate District goals and programs
- Provides technical assistance and data for District and school improvement planning process
- Attends all meetings of the Board of Education and provides input
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree

Five (5) years successful administrative and management experience

Ability to absorb, analyze, organize and communicate information and ideas

Academic preparation and experience in educational research, measurement and testing and education management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Doctorate Degree

Evidence of academic excellence, ability to work with groups and self-motivating work habits

Successful experience in school administration

Experience in a diverse workplace