Position: Director - Research & Data	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Classified Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Director - Research & Data leads the planning, development, implementation, and evaluation of districtwide research, data systems, and reporting functions. Oversees data governance, assessment systems, and compliance reporting while ensuring the effective use of data to support instructional improvement and strategic decision-making. The Director provides leadership to build organizational capacity for data use and continuous improvement across the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Support the development, monitoring, and reporting of the Local Control and Accountability Plan (LCAP), ensuring alignment with district goals and continuous improvement efforts.
- Lead development and implementation of districtwide data systems, processes, and protocols to support accurate, timely, and actionable data.
- Oversee data collection, analysis, interpretation, and visualization to support student achievement, program evaluation, and district initiatives.
- Direct preparation and dissemination of reports, dashboards, and data tools for teachers, site leaders, and district leadership.
- Oversee districtwide assessment systems, ensuring alignment with instructional goals and compliance requirements.
- Support accurate and timely completion of required state and federal reporting.
- Provide leadership in the effective use of the student information system, ensuring data integrity and alignment across departments.
- Lead survey development and implementation to gather stakeholder input on school climate, student experience, and district priorities.
- Oversee research requests and data-sharing processes, ensuring compliance with legal and ethical standards.
- Provide training and professional development to staff on data literacy, data analysis, and the use of data to inform instruction and decision-making.
- Collaborate with instructional, technology, and operational departments to align data systems and support continuous improvement.
- Monitor key performance indicators and identify trends, disparities, and opportunities for targeted intervention.
- Supervise and evaluate assigned staff and manage departmental workflows and priorities.
- Support community engagement efforts, including presentations, reports, and participation in meetings and focus groups.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a master’s degree from an accredited college or university in education, educational leadership/administration, public administration, or a closely related field.
- Experience: Five years of progressively responsible experience in a K–12 public education or public agency setting, including at least two years in a leadership or administrative capacity at the principal level or higher (or equivalent experience).

LICENSES AND CERTIFICATES

- Valid California driver’s license