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

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 Executive Director - Research & Data leads the development, implementation, and continuous monitoring of the Local Control and Accountability Plan (LCAP), ensuring alignment between district goals, actions, services, and measurable outcomes. This role provides strategic leadership for the district's research, data, assessment, and accountability systems to support data-driven decision-making and continuous improvement. Oversee data governance, accountability, reporting, and research aligned with district goals, the strategic plan, and state and federal requirements.

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.
- Provide vision, leadership, and direction for all district research, data, assessment, reporting, and accountability functions.
- Establish and oversee a data governance framework for data quality, security, access, and responsible use across the organization.
- Lead the development, coordination, and continuous improvement of the district's Local Control and Accountability Plan (LCAP), including goal setting, action planning, progress monitoring, and annual updates.
- Facilitate cross-departmental collaboration to align LCAP actions and services with district priorities, funding, and measurable student outcomes.
- Design and lead stakeholder engagement processes for the LCAP and broader district initiatives, including surveys, focus groups, advisory committees (e.g., DELAC, parent groups), and community input processes, as well as public reporting and other engagement efforts as needed.
- Oversee development of LCAP reports, dashboards, and communications for transparency, accessibility, and clarity for stakeholders.
- Lead the development and implementation of systems that support data-driven decision-making and continuous improvement at all levels of the district.
- Oversee all state and federal reporting, ensuring full compliance, accuracy, and alignment with accountability requirements.
- Oversee districtwide assessment systems aligned with instructional goals and accountability measures.
- Direct the development of high-quality reports, dashboards, and communication tools that provide clear and actionable insights to stakeholders.
- Advise the Superintendent, Cabinet, and Board of Trustees on district performance, trends, progress toward LCAP goals, and areas for improvement.
- Oversee effective use and integration of the student information system (e.g., Infinite Campus) and other data platforms across the district.
- Lead research and evaluation efforts to assess program effectiveness and inform policy, practice, and resource allocation.

- Maintain compliance with all data privacy laws and regulations, including oversight of research requests and data-sharing agreements.
- Build organizational capacity for data literacy and effective data use through professional development and system design.
- Collaborate with internal and external partners, including departments, sites, county offices, state agencies, and research organizations.
- Supervise, evaluate, and support departmental staff; manage budgets, resources, and strategic priorities.
- Represent the district in public forums, committees, and professional networks related to research, data, accountability, and LCAP.
- 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, statistics, data science, or a closely related field.
- Experience: Seven years of progressively responsible experience in a K–12 public education or public

agency setting, including at least three years in a leadership or administrative capacity.

LICENSES AND CERTIFICATES

- Valid California driver’s license