



POSITION AVAILABLE

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MASTER

POSTING DATE:

CLOSE DATE:

VACANCY NUMBER: 00000582

LOCATION: Counselor & Research Dev

POSITION: DIRECTOR OF RESEARCH AND ACCOUNTABILITY

JOB QUALIFICATIONS: **Minimum Education/Certification:**

- Master's degree in educational administration, curriculum and instruction, or educational psychology
- Texas administrative certificate
- Valid Texas driver's license
- Eligible for coverage under the district's vehicle insurance program

Special Knowledge/Skills:

- Knowledge and experience in planning, management and evaluation models
- Ability to write in a variety of formats and to conduct program evaluations using statistical methods and tools to ensure continuous improvement
- Strong organizational, communication and interpersonal skills
- At least three years experience in an instructional leadership role preferably in a similar capacity

JOB DESCRIPTION:

PRIMARY PURPOSE:

Supervises and directs the operations of the Department of Research and Accountability, with responsibility for oversight of national, state, and local standardized assessments; summarize and analyze data and collaborate with campuses, departments and the superintendent regarding requests for research and evaluation support.

DUTIES AND RESPONSIBILITIES:

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide leadership in strategic and long-range planning for the assessment department.
2. Provide support in the research and evaluation efforts of District programs, processes, schools, and departments.
3. Coordinate national, state, and local standardized testing programs as directed by the district and maintain credibility and security of this program.
4. Provide training for all campus testing coordinators for the effective and appropriate administration of all national, state, and local standardized assessments.

5. Work with district committees, schools, and departments to identify and isolate problems, identify needs, and develop solutions for improvement planning.
6. Utilize statistical software applications to analyze data and to develop data displays, such as control charts, scatter plots, matrices, etc., to readily convey research findings and student performance results to the internal and external stakeholders.
7. Utilize communication and interpersonal skills to make effective presentations designed to communicate to the Board and the public the results of District assessments, program evaluations, and the Academic Excellence Indicator System (AEIS) report.
8. Design and conduct evaluative studies in response to research and data requested by the Superintendent.
9. Communicate research findings by way of written reports detailing study rationales, methodologies, results, and implications.
10. Collaboratively work with campuses and departments in the design, implementation, and evaluation of programs and services to identify areas for improvement, define needs and develop solutions for improvement planning.
11. Provide district and campus staff with current information regarding best practices and research findings.
12. Participate in District level decision making processes to establish and review the District's goals, objectives and key measures of performance as a basis for instructional and programmatic evaluations.
13. Assist the Executive Director of Curriculum in reporting student performance data, profile information, and other key performance indicators.
14. Provide training for district and campus staff on the utilization and interpretation of student performance data to influence instructional decision making.
15. Recommend, execute, and monitor budgets for programs in areas of responsibility.
16. Work in cooperation with appropriate staff to design and implement an accountability system for the district based upon district measures and the state accountability system.
17. Assume responsibility for developing and implementing a district assessment plan.
18. Coordinate the development and communication of the district testing calendar to include the district website.
19. Serve as District Testing Coordinator and as liaison between the district and the Texas Education Agency, and region service center.
20. Coordinate the review and evaluation of results of district-wide testing programs to measure program effectiveness.
21. Monitor campus/district progress in the Academic Excellence Indicator System report for the purpose of planning improvement initiatives.
22. Disseminate information and provide technical assistance for application for awards/recognitions and grants.
23. Maintain and upgrade in-house scoring software and equipment.
24. Maintain a thorough knowledge of state laws, regulations and policies that govern the state assessment program.
25. Attend testing workshops, conferences and regional meetings regarding the state testing program.
26. Manage and evaluate job performance of employees to ensure effectiveness.
27. Other duties as assigned.

REQUIRED EXPERIENCE:

Minimum Experience:

- Three years in a related field

OTHER INFORMATION:

Equipment Used: Personal computer, printer, copier, and fax machine. WORKING CONDITIONS: Mental Demands: Ability to concentrate (detailed work), communicate effectively (verbal and written); interpret policy, procedures, and data; reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate district functions, compile, compute, instruct, and maintain emotional control under stress, occasional prolonged and irregular hours. Physical Demands/Environmental Factors: Sitting, Driving, Standing, Travel (daily in district), Stooping, Travel (outside of district), Walking, Climbing, Kneeling.

APPLY TO:

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

SALARY:

PAY GRADE: 8

DAYS:

230

FROM - TO -

GROUP / GRADE:

WAGE/HOUR STATUS: Exempt ----- REPORTS TO: Executive Director of Curriculum

START DATE:

DATE REVISED: February 2010

To apply, click [here](#).