

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR OF RESEARCH, ASSESSMENT AND EVALUATION, SCHOOL IMPROVEMENT, AND SCHOOL CHOICE

SALARY SCHEDULE: ADMINISTRATIVE - A

COST CENTER: RESEARCH, ASSESSMENT AND EVALUATION (9015)

QUALIFICATIONS:

Master's Degree from an accredited educational institution. Doctor's Degree in measurement, statistics, evaluation, or research preferred. Minimum of five (5) years experience in school-based and/or central office educational leadership.

[.]

1. Minimum of three (3) years [.]experience[.]overseeing accountability, research, evaluation, and/or large-scale [.]assessment programs.
2. [.] Experience with the administration of state and local school improvement systems preferred. Experience with Florida School Choice programs preferred.
3. Experience in personnel supervision, budget management[.] and project management and strategic planning.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to communicate with diverse groups both orally and in writing and facilitate development of interdepartmental plans, facilitate meetings, and develop strategic plans. Ability to present relevant and timely information to the School Board. Knowledge of federal, [.]state and district educational accountability, and performance standards. Ability to develop metrics, conduct statistical analyses, design and implement research and evaluation studies. Knowledge of state-of-the-art research, technology, and proven best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to make decisions based on relevant information[.]Ability to organize and prioritize activities.

REPORTS TO:

[.]Superintendent

JOB GOAL

To direct the personnel, functions and operations of the Department of Research, Assessment, and Evaluation, Accountability, and School Improvement, [.] To provide leadership for the design and development of systems, training, implementation, monitoring, data analysis, and reporting associated with federal, state, and local requirements for assessment, accountability, school improvement, educational research, program evaluation, and strategic planning [.]in order to support the district's goals to improve and maximize student achievement. To direct and provide leadership for other areas of responsibility, including: Charter Schools, School Choice, Virtual School, Student Reassignment, and Grants. [.]

SUPERVISES:

Program Specialists

Supervisor of [.]Assessment, Accountability and School Improvement [.]

Supervisor of School Choice and Charter Schools

EXECUTIVE DIRECTOR OF RESEARCH, ASSESSMENT AND EVALUATION (continued)

Data Analyst
 Administrative Assistant
 Secretaries

PERFORMANCE RESPONSIBILITIES:

- *(1) Direct the personnel, functions, and operations of the Department's Office of Research and Evaluation, Office of Assessment and Accountability, Office of School Improvement, Office of School Choice and Charters, and the Office of Grants Administration.
- (2) Ensure compliance with federal regulations, state statutes, and local regulations and requirements related to assessment, accountability, school improvement, school choice, and Charter Schools.
- (3) Direct the administration of all Federal/state/school board mandated testing/assessment programs
- (4) Direct the planning, implementation, monitoring, and reporting for all federal, state, and local accountability systems.
- (5) Direct the design, development, administration and reporting for district formative assessment programs and support the application of data for progress monitoring and program improvement,
- (6) Direct and provide leadership for the school improvement system, including the development and monitoring of the district's improvement plan, school level plans, and plans for schools in need of improvement (SINI) and schools in Differentiated Accountability (DA).
- *~~(7)~~ ~~(A)~~ Direct the development and procurement of federal/state/local grant funding opportunities.
- *~~(8)~~ ~~(B)~~ Direct system-wide institutional research and evaluation studies.
- *~~(9)~~ ~~(C)~~ Interpret for and present to the Superintendent, School Board, staff, and community, district, school, and student accountability data and program evaluation findings in order to inform decision makers and support district efforts to improve student achievement.
- *~~(10)~~ ~~(D)~~ Direct the implementation of the district Choice Program, including Home School, McKay Scholarship, Student Reassignment, and Virtual School. *(11) ~~(E)~~ Provide technical assistance to schools and the District related to measurement, statistical analyses, accountability, research and evaluation issues.
- (12) Assist in the development of strategic-level and program-level goals and objectives and in defining the metrics, targets, and the measurable outcomes for the goals and objectives.
- *~~(13)~~ ~~(F)~~
- *~~(14)~~ ~~(G)~~
- *~~(15)~~ ~~(H)~~ Assist in the development of a district-wide Technology Plan that includes a vision of integrated use of data and ease of access and online assessment programs.
- *~~(16)~~ ~~(I)~~
- *~~(16)~~ ~~(J)~~ Direct the development and administration of district survey studies, including the annual District climate survey.
- *~~(12)~~

EXECUTIVE DIRECTOR OF RESEARCH, ASSESSMENT AND EVALUATION (continued)

- * (17) (±) Respond to inquiries or concerns in a timely manner
- * (18) (±) Keep the Superintendent informed of potential problems or unusual events
- * (19) (±) Disseminate latest information and current research to appropriate personnel
- * (20) () Keep well informed about current trends and best practices in areas of responsibility
- * (21) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas
- * (22) Promote and support professional growth for self and others
- * (23) Develop annual goals and objectives consistent with and in support of District goals and priorities
- * (24) Maintain a network of peer contacts through professional organizations
- * (25) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues
- * (26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- * (27) [] Oversee the preparation of all required reports and maintain appropriate records
- * (28) Serve on District, state or community councils or committees as assigned or appropriate
- * (29) Represent, consistently, the District in a positive and professional manner
- * (30) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided
- * (31) () Assist in implementing the District's goals and strategic commitments
- * (32) () Exercise proactive leadership in promoting the vision and mission of the District
- * (33) () Provide oversight and direction for cooperative planning with other agencies
- * (34) () Set high standards and expectations for self and others
- * (35) (32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- * (36) (33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment
- (37) Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy

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on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities