

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director-Assessment, Research, and Evaluation	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated/Classified Management
FLSA:	Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	March 19, 2013	SALARY:	Range A1; Tier IV Management Salary Schedule

SUMMARY DEFINITION: Plan, organize, coordinate, implement, and direct the assessment, research, and evaluation services of the district; coordinate the administrative analysis, interpretation, and results of district testing programs; provide process and product evaluation information to support decisions related to the improvement of instructional and categorical programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E= Essential Functions

Plan, organize, coordinate, implement, and direct the assessment, research, and evaluation services of the district; coordinate the administrative analysis, interpretation, and results of district testing programs; provide process and product evaluation information to support decisions related to the improvement of instructional and categorical programs. **E**

Evaluate the effectiveness of consolidated application programs and other federal, state, or privately funded programs. **E**

Provide technical expertise regarding assigned duties; formulate and develop policies and procedures. **E**

Provide professional development to staff regarding data systems, test development and administration, data collection and analysis, and use of data in instruction and learning. **E**

Develop and implement system-wide assessment programs; coordinate administration, scoring, and outcome reporting of the programs; assist teachers and principals in test interpretation. **E**

Direct the development and implementation of evaluation plans which include appropriate process and product evaluation design, evaluation instruments, data collection techniques, and timelines. **E**

Assume responsibility for timely production, technical quality and accuracy, completeness, and general quality of all reports, documents, grant evaluations, and internal and external research projects produced within the department; assume responsibility for program improvement. **E**

Make presentations to the Board of Education, Superintendent’s Cabinet, site personnel, and community groups. **E**

Communicate with other administrators, district personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; operate a computer to input data and generate reports; maintain a longitudinal collection of data for reporting to state and federal agencies or for district purpose. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Develop the annual budget for the department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Attend conferences read journals/papers, take courses, and attend workshops to remain current concerning trends in the assessment, research, and evaluation field. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience equivalent to:

- Bachelor's degree supplemented by training in research, evaluation, measurement, and statistics;
- Advanced degrees preferred;
- Minimum of five years in any combination of classroom teaching experience, school site administration, or experience in educational research, evaluation and testing, including at least two years increasingly responsible supervisory experience.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License; Administrative Services Credential preferred.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer and use software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Planning, organization, and direction of the assessment, research, and evaluation of the district.

All areas of educational research and evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.

Laws relating to testing, assessment, evaluation, desegregation, and instruction.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

Effective management practices and supervision techniques.

School district organization, operations, policies, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Technical aspects of field of specialty.

Operation of a computer related software.

ABILITY TO:

Plan, organize, coordinate, implement, and direct the assessment, research, and evaluation services of the district.
Coordinate the administrative analysis, interpretation, and results of district testing programs.
Provide process and product evaluation information to support decisions related to the improvement of instructional and categorical programs.
Access and use databases on mainframes and on microcomputers.
Use statistical software for measurement, testing, and evaluation.
Supervise and evaluate the performance of assigned staff.
Prepare comprehensive narrative and statistical reports.
Maintain current knowledge on trends and developments in the assessment, research, and evaluation field.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Work independently with little direction to meet schedules and timelines.
Operate a computer and related software.
Communicate effectively both orally and in writing to a variety of audiences.
Meet state and district standards of professional conduct as outlined in Board Policy.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; drive a vehicle to conduct work.

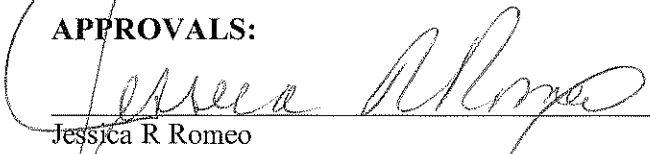
PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

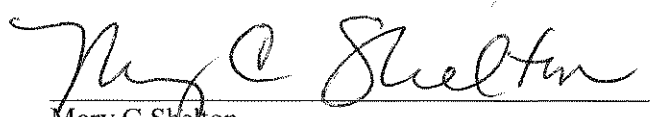
OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

APPROVALS:



Jessica R. Romeo Date 3/21/13
Assistant Superintendent, Human Resources



Mary C. Shelton Date 3/26/13
Superintendent