



**Job Title:** Director of Research, Assessment & Accountability

**Exemption Status/Test:** Exempt Administrative

**Reports to:** Chief Academic Officer

**Date Revised:** October 2020

**Dept. /School:** Research, Assessment & Accountability

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**Primary Purpose:**

To provide vision and leadership for the Research, Assessment, & Accountability Department. To promote comprehensive assessment program that is consistent and flexible to monitor student performance and progress. To plan, develop, and coordinate research, analysis, measurement, and reporting of data and other critical information for testing and programs in order to provide high quality, well-focused support for the highest academic achievement priorities set by the district for the campuses. Monitor, communicate, and respond to local, state and federal accountability systems. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate assessment and accountability programs.

**Qualifications:**

**Education/Certification:**

Master's degree in education from an accredited university  
Doctorate degree preferred  
Valid Texas Mid-Management or other appropriate Texas administrative certificate

**Special Knowledge/Skills:**

Ability to analyze data, create reports, and make recommendations  
Knowledge of state and federal accountability systems  
Experience in the use of databases, spreadsheets, and statistical software packages  
Experience in conducting staff development and/or training  
Demonstrated leadership skills at the campus/district level  
Ability to work collaboratively with classroom teachers, educational leaders, school trustees, and community members  
Strong organizational, communication, leadership, and interpersonal skills  
Ability to work well with a diverse population

**Experience:**

Minimum of three (3) years' experience as a classroom teacher  
Minimum of two (2) years' PK-12 principal experience and/or central office leadership experience  
Five (5) years of successful experience in public school leadership  
Three (3) years of experience in assessment, accountability and/or research, preferred  
Demonstrated experience managing, analyzing, and reporting data to inform decision-making  
Extensive coursework in evaluation, educational measurement, and educational research preferred  
Experience with State of Texas accountability System  
Experience working collaboratively across key departments of a school district  
Experience working with both elementary and secondary level schools and programs

## **Major Responsibilities and Duties:**

### **Assessment & Accountability Program Management**

1. Supervise, oversee, and evaluate Research, Assessment & Accountability staff.
2. Monitor state and federal accountability reporting to ensure campus/district leaders are provided with timely information.
3. Advise superintendent or designated administrator of student assessment results and campus/district accountability performance.
4. Prepare student assessment and school/district accountability reports, trainings, and presentations for school board and campus/district staff.
5. Serve as liaison between school/district and other agencies related to state and federal accountability systems.
6. Provide assistance to campus/district leadership with the requirements of the Texas Accountability Intervention System (TAIS), including data analysis, ongoing support, review of ongoing progress, and submission of required documentation.
7. Provide resources and materials to support staff in accomplishing student assessment, program, and campus/district accountability goals, including use of quality tools, charts, surveys, quantitative/qualitative analysis, and research-based solutions for reports.
8. Facilitate data accessibility and data gathering for strategic, district and campus plans.
9. Obtain and use evaluative findings, including student performance data, to examine curriculum and instruction program effectiveness.
10. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and evaluation of effectiveness.
11. Consult with parents, administrators, counselors, teachers, community agencies and other relevant individuals regarding the student assessment, school/district accountability, research, and data analysis.
12. Coordinate internal district research and development.
13. Evaluate merits of proposed external research projects.
14. Compile budget and cost estimates to support office efficiency, as well as the implementation of a cohesive assessment program.

### **Policy, Reports, and Law Responsibilities**

15. Compile, maintain, and file all reports, records, and other documents required, including mandatory reports to TEA.
16. Comply with policies established by federal and state law. State Board of Education rule, and local school board policy.
17. Monitor state and federal legislative processes for potential impact on assessment and accountability systems.

### **Supervisory Responsibilities**

18. Supervise employees in Research, Assessment & Accountability Department.
19. Provide overall department direction, coordination, and evaluation, carrying supervisory responsibilities in accordance with district policies and applicable laws, including: interviewing; training; directing work; conducting staff appraisals, providing staff acknowledgements and disciplinary consequences; addressing complaints and resolving problems; and handling department fiscal matters.
20. Co-facilitate Districtwide Education Improvement Committee (DEIC).

### **Additional Responsibilities**

21. Articulate the district's mission, instructional philosophy and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
22. Use effective communication skills to present information accurately and clearly.

23. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
24. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
25. Perform other duties as assigned.
26. Pursue professional development through reading, attending conferences, and being involved with related agencies and organizations.

### **Additional Supervisory Responsibilities**

Supervise assigned staff.

### **Mental Demands/Physical Demands/Environmental Factors**

**Mental Demands:** Work with frequent interruptions; coordinate multi-tasks; maintain emotional control under stress

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; routine statewide travel; some late hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.