Job Title: Director of Research, Assessment & Accountability

Exemption Status/Test: Exempt/Administrative

Reports to: Associate Superintendent of Curriculum & Instruction

Date Revised: June 10, 2015

Dept. /School: Research, Assessment & Accountability

Primary Purpose:
To provide vision and leadership for the Research, Assessment and Accountability Department. To promote a 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 approved educational institution, Doctorate degree preferred
Valid Texas Mid-Management or other appropriate Texas administrative certificate

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, education measurement, and educational research preferred

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

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 instructional 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 so 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.

Additional Responsibilities

18. Articulate the district’s mission, instructional philosophy and curriculum implementation strategies to the community and solicit its support in realizing the district’s mission.
19. Use effective communication skills to present information accurately and clearly.
20. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
21. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
22. Perform other duties as assigned.
23. Pursue professional development through reading, attending conferences, and being involved with related agencies and organizations.

Supervisory Responsibilities:

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

Mental Demands/Physical Demands/Environmental Factors

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

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.