



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	CHIEF ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8455
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides administrative leadership for the management of Accountability, Research, and Systems Improvement division. Oversees the District's research and evaluation agenda and coordinates the improvement planning cycle at the District and school levels. Responsible for the implementation of District policies related to accountability and improvement planning. Ensures the alignment of strategies, initiatives, and programs with the district's strategic plan and reports data on both implementation and outcome metrics.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership for the development of District research and evaluation services and supervises implementation

Provides technical assistance in the development of District's strategic plan

Provides consultation to facilitate division efforts in research and evaluation

Provides leadership for the District testing program by serving as the District's Assessment Coordinator and communicates the results to staff and others as appropriate

Supervises the development and refinement of the District's testing program

Provides leadership for the planning and development of the District's evaluation program to obtain information on achievement of system wide and individual school goals and objectives

Provides leadership for the planning and implementation of institutional research

Provides leadership in developing data bases that will be used to research and evaluate District goals and programs

Provides technical assistance and data for District and school improvement planning process

Attends all meetings of the Board of Education and provides input

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree

Five (5) years successful administrative and management experience

Ability to absorb, analyze, organize and communicate information and ideas

Academic preparation and experience in educational research, measurement and testing and education management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Doctorate Degree
Evidence of academic excellence, ability to work with groups and self-motivating work habits
Successful experience in school administration
Experience in a diverse workplace