

STOCKTON UNIFIED SCHOOL DISTRICT

DIRECTOR, RESEARCH AND ACCOUNTABILITY

DEFINITION

Provide oversight to the district-wide student performance assessment system and the research and evaluation system to determine the effectiveness of instructional programs. Supervise project evaluator(s) and technical staff in the data collection, analysis and preparation of research and evaluation reports, assessment development, data reporting and integrity. May act as the primary oversight for charter schools; both dependent and independent that SUSD is the authorizer.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from the Superintendent, or designee, and exercise direction over certificated and classified assigned staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Manage all aspects of Research and Accountability, which includes providing the continuous improvement of services.

Provide leadership and coordination in the development and implementation of a district-wide student performance assessment and program evaluation system.

Ensure that the district's research, evaluation, assessment and reporting activities are carried out in compliance with state and federal statutes.

Assist administrators and teachers in the interpretation of student assessment and program evaluation data for instructional improvement.

Work with curriculum staff to improve alignment of the district's student performance assessment programs with the district's content standards.

Supervise the evaluation of instructional programs to determine their effectiveness in promoting student achievement.

Train, supervise, direct and evaluate staff members.

Coordinate the administering of the district's testing programs, project testing programs, and state testing programs; prepare narratives of test results and implications.

Disseminate to district staff summaries of significant educational research findings, which are relevant to the priorities of the school district.

Provide district staff with timely information for decision-making.

Direct staff analysis of problem areas; develop and prepare all documents of project proposals to ensure that they meet specific requirements to secure funds.

Maintain regular and prompt attendance in the workplace.

Provide leadership and coordination in the charter petitioning and renewal/nonrenewal process.

Within the guidelines of charter law, support and monitor the instructional programs of charter schools operating in Stockton.

Manage all regulatory and compliance aspects of charter schools.

Provide oversight and direction for budget development and implementation for charter schools.

Provide information regarding charter schools to the Board of Education.

Organize and lead school-site visitation teams.

Oversee the development of standardized processes, templates and forms in respect to charter school petitioning and oversight monitoring.

Provide leadership and coordination in the development and implementation of performance measures for charter school in SUSD.

Perform special assignments and other related duties assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of educational administration
- Principles of supervision, training and program administration
- Employer/employee relations and collective bargaining agreements
- Educational research, student performance assessment, and program evaluation methods and concepts
- Community needs, interests and concerns
- Principles of governmental budgeting and expenditure control
- Categorical programs and funding
- Curriculum development
- Oral and written communication skills
- State and Federal charter school laws, regulations, and guidelines

Ability to:

- Manage a department including planning, budgeting, staffing and supervision
- Communicate effectively both orally and in writing including preparation of reports
- Make effective public presentations
- Plan, organize, develop and coordinate the activities of a broad range of curricular support programs and special services
- Analyze program activities and implement procedures, which will improve the organization and provision of services for research, evaluation, assessment and charter schools
- Ensure that educational support programs and activities are carried out in compliance with state and federal requirements
- Serve as a liaison with a variety of community and governmental organizations
- Provide effective training and curricular development for staff
- Maintain consistent, punctual and regular attendance
- Physical capability sufficient to perform job duties

Education and Experience:

- Master of arts or advanced degree of equivalent standard from a recognized college or university
- Any combination of education, training or experience equivalent to three (3) years experience in educational research, evaluation and assessment
- A minimum of (5) years experience in an administrative capacity having demonstrated success in performing increasingly responsible management functions
- Experience with and knowledge of charter schools, including applicable state and federal laws

License or Certificate:

- First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire
- Possession of valid California driver's license

Environment:

- Office environment
- Travel to district sites

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Reach overhead, above the shoulders and horizontally, grasp, push/pull

Salary Placement:

Management Team Salary Schedule

Tier 7, Range 2

12-month work year

Board Approval: 04/12/11

Management re-alignment effective 03/01/19

