



TITLE: DIRECTOR V, RESEARCH, ASSESSMENT, EVALUATION AND TECHNOLOGY SERVICES

WORK YEAR: 221 Work Days

REPORTS TO: Assistant Superintendent, Curriculum & Instructions TK-12

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum & Instruction, provide service and support for all program research, assessment, evaluation and technology services efforts throughout the district and with its partners. Support all site, district, state, local, national and international assessment programs as directed. Maintain longitudinal data files. Maintain a student data warehouse and student information system(s). Provide District, State, Federal and other reports for decision making, program evaluation, and compliance. Coordinate department functions for research assessment, evaluation and technology services and direct the work of staff.

ASSIGNED RESPONSIBILITIES:

- Plan, direct, and report all assessment programs.
- Assist schools and departments in creating assessments and systems that are valid, reliable, consistent, and beneficial.
- Generate shared reports on aspects of student learning and well-being that can be used for decision making, program evaluation, monitoring, feedback, and other educational uses.
- Direct the collection, disaggregation, analyses and use of individual student achievement data that sites will use to identify students in need of support and intervention ("by name and by need").
- Support curriculum and instruction team in the design, implementation and evaluation of supports and interventions for underperforming students, grade levels, student and educational program groups, etc.
- Prepare research summaries or data analyses as requested by the Superintendent.
- Prepare and post school accountability report cards.
- Complete required data collection processes from the State and Federal governments.
- Ensure deadlines for District and school reporting are met.
- Attend state and local meetings related to state and national testing.
- Manage a staff of Assessment managers, Assessment Technicians, Software Engineers and Systems Manager, a Language Assessment Center, Computer Applications Manager and Specialist, Data Quality Technicians and Help Desk

Analyst.

- Maintain Research, Assessment and Evaluation and the relevant portions of the Technology Services sections of the District website.
- Direct, maintain, and enhance the student information system.
- Direct the configuration, maintenance, and optimization of specified RUSD SQL servers, district databases, and custom programs developed for RUSD.
- Manage assigned budgets.
- Design, deliver, and coordinate professional development on all aspects of the department's work.
- Direct District data reporting processes according to established State and Federal rules and timelines (i.e. CALPADS and CRDC).
- Provide technical assistance to School Principals, as requested, for the purpose of supporting the expansion of the RUSD Assessment Continuum.
- Develop proposals for new systems or the enhancement, improvement and/or replacement of existing systems.
- Review, approve, and oversee all research requests.
- Coordinate District-wide research studies with District personnel or outside agencies.
- Develop and provide effective presentations to the public, Board and staff.
- Perform other related functions as assigned.

KNOWLEDGE:

- Federal, State, Local Accountability systems, components, and reporting (i.e. LCAP, CAASPP, and ELPAC, etc.)
- Data systems and data visualization tools (i.e. CALPADS, FastBridge, Illuminate, DataQuest, Aeries, National Student Clearinghouse, Google Data Studio, Tableau)
- Educational evaluation and research.
- Statistical skills.
- Computer software applications: Microsoft Office and Google Suites, especially Excel (including add-ins at an intermediate to advanced level).
- Knows or is willing to learn Microsoft Access, SPSS, R, and other analysis tools.

ABILITY:

- Work independently with little direction.
- Demonstrate organizational, time management, analytical and problem solving skills.
- Communicate effectively both orally and in writing.
- Work effectively in the absence of supervision.
- Establish and maintain cooperative and effective working relationships with others.
- Train and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and job-related equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules.
- Ability to analyze and interpret data.
- Problem solving.
- Ability to communicate with the public.
- Ability to read, analyze and interpret printed matter and computer screens.
- Ability to create written communication so others will be able to clearly understand the written communication.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Indoor–frequently.
- Outdoor–occasionally.
- Ability to work at a desk and in meetings of various configurations.

EDUCATION, LICENSES AND EXPERIENCE:

- Master’s Degree or equivalent.
- Administrative experience preferred.
- Valid California Driver’s License, and proof of automobile insurance.
- Travel to various school sites as needed.