

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - RESEARCH AND EVALUATION

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Education Services and Schools or designee, the Director is responsible for establishing a comprehensive approach to educational research and program evaluation; serving as a resource to district leadership in measuring and improving implementation of educational programs to enhance student learning and performance; collaborating with various departments and educational partners to implement data collection and reporting systems to monitor and evaluate key educational programs or focused efforts; establishing and reporting state and local accountability measures associated with district goals; leading the district-wide administration of state and federal mandated testing programs; providing leadership for the Research and Evaluation department, including managing fiscal operations and supervising department staff.

ESSENTIAL FUNCTIONS:

Design and conduct research and program evaluations. Develop, plan, and/or review research instruments, data collection and analysis plans, and interpretation and presentation of results. Conduct novel research or replicate existing research to further the mission of the district.

Provide statistical, research or technical expertise, information, and assistance to the Deputy Superintendent of Education Services and Schools and other Cabinet members. Serve as a resource to District administrators concerning program implementation and effectiveness of educational programs.

Lead, consult, collaborate, or provide training to district leadership and program implementer on the design and implementation of research and evaluation projects including overall project conceptualization, logic modeling, program implementation measures, survey/forms design, sample selection, data collection and analysis, hypothesis testing, reporting and interpretation of results, presentation methods and graphics, and use of data to inform instructional practices and decision making.

Supervise research agencies and vendors engaged in contracted research projects and services. Review, approve, and monitor external research agreements with research firms, universities, university professors, and/or university students.

Conduct required district LCAP development activities associated with measuring, establishing, and monitoring goals and targets. Collect, analyze, and report on a variety of student performance and outcome measures.

Report on local, state, and federal accountability programs for the district and schools, evaluate district and school accountability results, and monitor policy changes impacting measures. Represent EGUSD at state assessment and accountability meetings, workgroups, and focus groups.

Oversee administration and reporting of state and federal mandated testing programs (i.e., CAASPP, ELPAC, PFT, NAEP), including training of school site personnel and coordination across all schools.

Conduct mandated evaluations required by state, federal, and private grants.

Direct and manage operations of the Research and Evaluation department. Ensure department goals and activities align with the district, core values, frameworks, and guiding documents. Train and supervise the performance of assigned personnel; continually build the analysis capacity of department staff. Provide guidance to department staff on survey/instrument development; efficient data management, manipulation, and coding; appropriate statistical techniques and models; and presentation of complex concepts for different audiences.

Engage in professional learning and development to maintain an awareness of major professional journals and current research in the education research and policy field. Maintain knowledge of national, regional, and local education data sources.

Proactively track and monitor developing or potential legislative changes to state and federal policies impacting the department and district. Collaborate in the development and recommendation of district board policies, administrative regulations, and district procedures.

Direct the preparation and maintenance of a variety of narrative and statistical reports, presentations, and infographics related to research and program evaluation findings for distribution to various audiences, including the public.

Collaborate with other administrators, personnel, and outside organizations to coordinate assigned activities and programs, resolve issues and conflicts, and exchange information.

Develop and prepare the annual budgets for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned. Attend and conduct a variety of meetings, conferences, and events as assigned. Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of research and program evaluations, data collection processes, systems, and software.

Survey instrument development; cognitive tests, pilot tests, and other tools to understand how respondents interpret questions and instructions.

State and federal mandated assessment programs.

Assessment development, test form construction, psychometric testing, item response theory.

Data collection methods and systems.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training. Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Plan, organize, control, and direct the services and activities of the department.

- Coordinate large, mandated testing programs.
- Serve as a resource to district personnel.
- Collaborate with educators in designing and implementing program evaluations.
- Develop data collection instruments and reporting systems.
- Supervise the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain consistent, punctual, and regular attendance.
- Work beyond the traditional workday when work requirements necessitate.
- Travel for work-related purposes.
- Maintain confidential records.
- Operate standard office equipment including a computer and assigned software.
- Be highly responsive, flexible, culturally responsive, empathetic, team-oriented, perceptive, self-aware, creative, curious, resourceful, imaginative, adaptable, connected, persistent, resilient, and optimistic.
- Take initiative.
- Have an awareness of mindset and director goals.
- Use systems thinking and critical thinking.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor’s degree required, Master’s degree or Doctorate preferred, in Data Science, Statistics, Education Policy, Sociology, or related field; plus five (5) years increasingly responsible experience in research design and program evaluation, including supervisory or administrative responsibility involving the improvement of educational programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

BOARD APPROVED: October 17, 2023