

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-RESEARCH AND EVALUATION

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Education Services, plan, organize, control and direct the services and activities of the Research department; coordinate the collection and evaluation of testing information and data; serve as a resource to District personnel; collaborate with educators in developing and implementing methods and procedures for enhancing student test performance and meeting District goals; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct the services and activities of the Research department; perform special research projects as requested.

Coordinate the collection and evaluation of testing information and data; collect and analyze testing data and results; submit testing results to administrators, faculty, the Board of Education, students, parents and the public; develop information systems to enhance data collection for the District.

Serve as a resource to District administrators and personnel; respond to inquiries and provide information concerning analysis findings and the effectiveness of educational programs; train administrators and faculty in the collection and interpretation of test data.

Collaborate with educators in developing and implementing methods and procedures for enhancing student test performance and meeting District goals; oversee the preparation and scheduling of student testing; assure inventory of testing materials is sufficient to meet District needs; develop programs to identify needs in instructional practices and curriculum and staff development.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Associate Superintendent regarding data collection, evaluation and findings; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to research and data collection findings and results; compose documents concerning information analysis results for distribution to the public.

Communicate 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 preliminary budget 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; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; conduct in-services for administrators and District personnel.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of research and data collection activities.

Student proficiency tests and result analysis.

Data collection information 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.

Operation of a computer and assigned software.

ABILITY TO:

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

Coordinate the collection and evaluation of testing information and data.

Serve as a resource to District personnel.

Collaborate with educators in developing and implementing methods and procedures for enhancing student test performance and meeting District goals.

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.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

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.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in educational research or related field and five years increasingly responsible experience in the administration of data collection and analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.