

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR -- RESEARCH, ASSESSMENT AND STUDENT INFORMATION

JOB DESCRIPTION

JOB CODE:	771170	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Minimum of five (5) years in research and evaluation.
- (3) Experience in designing and implementing research and evaluation strategies.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida school law, regulations and School Board policies and procedures. Skills in measurement and evaluation. Ability to establish and maintain effective working relationships with administrators and staff. Extensive knowledge of computer and advance software applications.

REPORTS TO:

Superintendent, Deputy -- Curriculum and Instructional Services

JOB GOAL

To effectively provide leadership in program evaluation, instructional and institutional research, and planning and management of student data systems.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Anticipate and provide timely, relevant information to District.
- *(2) Assist administrators in the comprehension and use of data collected by the District.
- *(3) Communicate with public regarding the performance of schools/students.
- *(4) Manage the District- and state-wide testing programs.
- *(5) Manage the Home School Program.
- *(6) Manage the Zoning Department.
- *(7) Project district and school FTE accurately.
- *(8) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(9) Provide leadership and direction for program evaluations and the testing program.
- *(10) Serve as district F.T.E. administrator.
- *(11) Develop or assist in developing the department budget and monitor its implementation as required.
- *(12) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.

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- *(13) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(14) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(15) Be knowledgeable of and adhere to Board policies.
- *(16) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- *(17) Monitor district compliance with applicable codes, rules and statutes.
- *(18) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- *(19) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(20) Assist in the preparation and administration of the District and divisional budget.
- *(21) Participate in the development of policies and procedures.
- *(22) Attend meetings and conferences to promote professional growth and benefit the District.
- *(23) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(24) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(25) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(26) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(27) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(28) Respond to inquiries and concerns in a timely manner.
- *(29) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- *(30) Model and maintain high ethical standards.
- *(31) Plan, implement and evaluate staff development activities of assigned personnel.
- *(32) Adhere to applicable safety standards.
- *(33) Follow attendance, punctuality and proper dress rules.
- *(34) Maintain confidentiality regarding school/workplace matters.
- *(35) Serve on school/district committees as required or appropriate.
- *(36) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10