

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Performance Management and Evaluation	REPORTS TO:	Executive Director, Leadership and Learning
DEPARTMENT:	Performance Management	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	032 AASD
REVISED:	April 29, 2014		

BASIC FUNCTION:

Plan, direct, coordinate and organize the evaluation process of district educational programs, business operations, and policies to support accountability and continuous improvement; provide guidance and support to sites and departments in the planning and selection of key performance indicators; supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, direct, and oversee the functions of the Performance Management Department in conducting program and policy evaluations district-wide. ***E***

Perform highly complex data analysis, statistical modeling, and evaluation to support the district's mission of facilitating a culture of accountability and continuous improvement in both educational programs and business operations. ***E***

Work with program staff throughout the district to design and implement formative and summative evaluations of district wide educational programs and policies. ***E***

Compile, publish, and distribute descriptive and statistical information including school data summaries and special requests. ***E***

Conduct "School Quality Audits" in order to assess and report on the continuous improvement efforts of each school in the district; monitor the provision of recommended support services to schools identified as needing assistance. ***E***

Provide information, expertise, modeling, and performance analysis and results to policy-makers to facilitate decision making for district and locally funded programs. ***E***

Develop annual agenda that identifies programs to be evaluated and services to be provided. ***E***

Collaborate with area superintendents to assist with development of improvement plans; work with school site and central office leadership teams to coordinate interventions and support services for sites and departments identified as needing assistance. ***E***

Conduct an annual survey of district employees focused on key and current issues faced by district administration to provide purposeful information about the effectiveness of programs and improvement activities implemented in the district. ***E***

Provide guidance and support to district programs and offices in the planning and selection of performance indicators. *E*

Oversee and be accountable for the compilation, warehousing, and maintenance of “best practices” KPI’s/data for district programs. *E*

Implement safeguards to prevent unnecessary or redundant data collection from students and staff. *E*

Prepare and/or direct the preparation and maintenance of a variety of complex narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Evaluate federal, state, district and locally funded programs in the district to ensure compliance. *E*

Monitor and report student progress in specific program environments. *E*

Provide assistance and support to central office program and school site staff in the interpretation of data. *E*

Serve as the representative of the Performance Management Department at meetings of the Board of Education. *E*

Assist the Executive Director, Leadership and Learning, in the formulation and development of policies, procedures for the Performance Management Department. *E*

Assist the Superintendent and the Executive Director, Leadership and Learning, with special studies, projects, reports and correspondence. *E*

Train, supervise and evaluate the performance of assigned staff. *E*

Perform other duties as directed.

EDUCATION AND EXPERIENCE:

A combination of education, training and/or experience equivalent to a master’s degree and five years of progressively responsible experience in school administration, education research, accountability, program monitoring and evaluation, or related field. Experience performing highly complex data analysis, statistical modeling, and evaluation of programs and policies is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Techniques and strategies for managing a large, diverse organization.
- District educational initiatives, programs, and policies.
- Federal and state programs.
- Highly complex data analysis, statistical modeling, and evaluation.
- Research methodologies, procedures, and reporting.
- Principles and techniques of budget preparation and control.
- Assigned computer hardware and software.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.

Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Provide leadership and direction in assigned functions.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Plan and organize programs.
Develop a district-wide evaluation process of programs and policies.
Operate a computer and assigned hardware and software.
Compile, prepare, and present highly complex data analyses.
Perform highly complex data analysis, statistical modeling and evaluations of educational programs and policies.
Analyze problems, make decisions, and be responsible for those decisions.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and time lines.
Work independently with little direction.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

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