

SAN DIEGO CITY SCHOOLS

TITLE:	Program Manager, Accountability and Research	REPORTS TO:	Director, Standards, Assessment and Accountability
DEPARTMENT:	Standards, Assessment, And Accountability	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	028
REVISED:	June 12, 2001		

BASIC FUNCTION:

Plan, direct, coordinate, organize, and implement data analysis, data reporting, and research activities related to district, state, and federal programs and the associated assessment, accountability, and compliance requirements.

REPRESENTATIVE DUTIES:

Coordinate and oversee all data analysis, data reporting, and research functions of the Institute for Learning (IFL)/Standards, Assessment and Accountability (SAA) Department. *E*

Compile data, prepare displays and reports, and present analyses and findings for the Board of Education, district staff, community groups, state and federal agencies, outside organizations, and other groups. *E*

Serve as a resource and liaison to district staff, community groups, and others for questions and issues related to student achievement data, school performance indicators, state and federal reporting requirements, and conducting research in the district. *E*

Coordinate and oversee collaborative work between department staff and information technology staff to ensure that federal, state, and district reporting requirements are met and that school sites have timely access to student data.

Oversee review of research activities in the district by outside researchers and college/university students; coordinate and facilitate data access for external researchers and evaluators. *E*

Manage the activities of the program; monitor projects on a continuous basis, adjusting staff work assignments and timelines to meet new project requirements and changing priorities; develop and monitor program budgets and financial accounts; train and evaluate the performance of assigned staff. *E*

Provide technical expertise, information, and assistance to district staff regarding assigned functions; assist in the development of policies, procedures, and programs; advise district staff of unusual trends or problems and recommend appropriate corrective actions. *E*

Coordinate development of automated methods of aggregating, analyzing, reporting, and disseminating a wide variety of data displays and reports and other communications. *E*

Operate a microcomputer using database, word processing, spreadsheet, programming, and desktop publishing software; operate other office equipment as needed and required. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a master's degree and five years of directly related experience in educational research, program evaluation, measurement and assessment, or related field. Doctoral degree is desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Data analysis, data reporting, and research procedures, and methods.
District, state, and federal reporting and accountability requirements.
District educational initiatives, programs, and policies.
Applicable computer hardware, software, and programming languages.
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:

Collect, aggregate, disaggregate, analyze, and report student achievement and school performance data.
Plan, organize, and manage work of assigned staff.
Direct and implement automation of processing, analysis, reporting, and dissemination of data.
Use district student information system to extract and manipulate data sets.
Maintain and upgrade knowledge and skills related to job requirements.
Analyze problems, make decisions, and be responsible for those decisions.
Communicate effectively both orally and in writing.
Interpret, apply, and explain district, state, and federal policies, procedures, rules, and regulations.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL REQUIREMENTS:

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.