SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Data Analysis and Reporting	**REPORTS TO:**	Chief Information and Technology Officer
DEPARTMENT:	Research and Reporting	**CLASSIFICATION:**	Classified Management
FLSA:	Exempt	**SALARY GRADE:**	032
REVISED:	April 29, 2014		

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:

Direct and coordinate data analysis, data reporting, and research functions of the Information and Technology Division. *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*

Direct and coordinate collaborative work between departments to ensure that federal, state, and district reporting requirements are met and that school sites have timely access to student data. *E*

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

Direct the activities of the department; 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 and oversee the 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*

Represent the district at local, state, federal, and national meetings and other activities; remain current on laws and regulations affecting programs under the supervision of the department and division. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education, training, and/or experience equivalent to a master's degree from a college or university in education research and evaluation, social science, or other related field and seven years of progressively responsible experience in educational research, program evaluation, measurement and assessment, or related field, with at least five years experience in an educational institution or setting, and at least two years of leadership or management experience. 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.
Plan, prioritize, and manage programs, projects, and budgets to meet timelines and utilize resources effectively.
Analyze problems, make decisions, and be responsible for those decisions in collaboration with the Executive Director.
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.

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