

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

|                    |                                    |                        |  |
|--------------------|------------------------------------|------------------------|--|
| <b>TITLE:</b>      | Director, Research and Development | <b>REPORTS TO:</b>     | Executive Director, District Relations |
| <b>DEPARTMENT:</b> | Research and Development           | <b>CLASSIFICATION:</b> | Classified Management                  |
| <b>FLSA:</b>       | Exempt                             | <b>SALARY GRADE:</b>   | 032<br>AASD                            |
| <b>ISSUED:</b>     | April 29, 2014                     |                        |  |

---

**BASIC FUNCTION:**

Direct the implementation of the District's grant application process, including processing of school and district level applications; direct and monitor the review of research activities in the District; provide leadership in planning, developing, administering, interpreting and reporting the district's evaluation programs and procedures.

**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***

Direct the implementation of the District's grant application process, including processing of school and district level applications. ***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***

Conduct research on potential grant/funding sources, reform strategies, and government initiatives; prepare or assist in preparing grant proposals and business plans for assigned programs.

Coordinate program evaluation services for the school district; provide leadership in planning, developing, administering, interpreting and reporting the district's evaluation programs and procedures; design surveys and other data collection instruments; broker evaluation services between schools and external evaluators; serve as the liaison with local universities for research. ***E***

Provide advice and technical assistance in research design, program evaluation and data analysis; provide advice on appropriate statistical analysis; provide guidance on appropriate psychometric practices and methods of displaying data; provide technical support to schools in interpreting test results. ***E***

Provide data analysis and reporting; design data-collection strategies; collect and/or assemble data; design basic information services to facilitate the analysis of data; identify and apply appropriate statistical analysis; produce graphical, tabular and narrative summaries of data and statistical analysis; write reports and executive summaries of findings. ***E***

Produce reports and advise the Superintendent regarding interpretation and use of data analysis. *E*

Prepare and provide materials to the Superintendent for presentations to the Board of Education, principals, teachers, parents and community groups; attend regular meetings of the Board as designated; attend other related meetings. *E*

Work with various divisions, planning committees, principals, governance teams, and others for development of grant funded project objectives, budgeting, staffing, implementation, and evaluation. *E*

Gather and analyze data and prepare oral and written reports of findings. *E*

Participate in meetings to plan grant proposals, reform strategies, and budgets. *E*

Attend and provide background information at various meetings and planning sessions. *E*

Identify costs and funding sources for grant proposals and reform initiatives. *E*

Prepare spreadsheets and budget narratives for proposals, business plans, and planning meetings. *E*

Draft correspondence and speeches for others; prepare reports and brochures. *E*

Serve on district-wide committees as assigned; represent the department at workshops and conferences. *E*

Make oral presentations to community groups, other government agencies, and site administrators to explain and update planning activities. *E*

Act as liaison to district staff, other school districts, universities, public agencies, and community groups. *E*

Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a bachelor's degree in education, liberal arts, business or public administration, or other appropriate field and three years of recent, related experience, preferably in educational program planning, including preparation of government documents and grant proposals. Graduate level coursework in education in the areas of curriculum or policy studies and statistics and research methods is desired.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Theories and general principles of educational program planning and analysis.

Grant development and funding sources.

Methods of statistical analysis and report writing techniques.

Instructional and/or business practices, trends, district objectives, State and Federal grants, and other programs.

Interpersonal skills using tact, patience, and courtesy.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Identify costs and funding sources for grant proposals and reform initiatives.  
Develop methods for data collection; gather and organize data.  
Maintain statistical records and prepare comprehensive, complex reports.  
Independently perform complex research and special assignments.  
Conduct meetings; make presentations.  
Coordinate schedules and monitor progress of multiple activities.  
Prepare oral and written reports and other communications.  
Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with all levels of district staff, outside agencies, and the public.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**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.

Job Code 1266  
PH