

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Chief Research and Evaluation Officer	REPORTS TO:	Superintendent
DEPARTMENT:	Research and Evaluation	CLASSIFICATION:	Classified Management
FLSA:	Non-Exempt or Exempt	SALARY GRADE:	044
ISSUED:	June 20, 2008		

BASIC FUNCTION:

Plan, organize, control and direct the functions of the assessment, evaluation, accountability, and research programs of the school district and facilitate improved student achievement through objective measurement, analysis, evaluation and documentation; provide departmental leadership, direct assessment and evaluation activities, and manage assessment and evaluation resources; work with other divisions and outside agencies to share information and determine the most effective means of meeting and measuring student needs; serve as a member of the Superintendent's Cabinet.

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

Organize, direct, and evaluate all functions of the Research and Evaluation Division; set goals for the division and assist with planning programs; assist with decision making and problem solving; monitor and evaluate the progress of the programs. *E*

Direct and monitor testing programs for the school district. *E*

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; serves as the liaison with local universities for research. *E*

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

Collaborate with school system departments, community agencies, local universities and research laboratories; seek advice from as well as share information with each group; maintain contact with other school systems to share ideas and information. *E*

Supervise and conduct personnel administration duties for direct subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave. *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; conduct staff meetings; attend other related meetings. *E*

Conduct press interviews and respond to questions from the press. *E*

Review and edit departmental reports and other school system documents. *E*

Supervise the maintenance of records, reports, inventories and documentation of costs for budget preparation to ensure the fiscal responsibility of the organization. *E*

Stay current with professional journals and research papers; attend seminars, conferences and workshops to continuously update professional knowledge. *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; produces graphical, tabular and narrative summaries of data and statistical analysis; write reports and executive summaries of findings. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a Doctorate in Educational Research, Assessment, Measurement, Curriculum Evaluation or a related field, and five years of experience in curriculum development, assessment and implementation with significant data analysis and statistical analysis experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.

Educational research methodology, including research design, program evaluation and data analysis.

Program guidelines and professional standards.

Policies, procedures and standards regarding education.

Current legislature, literature, trends, methods and developments in the areas of assessment and evaluation.

Ethical guidelines applicable to the position as outlined by professional organization and/or federal, state and local laws, rules and regulations.

Techniques and strategies for managing a large, diverse organization.

Principles and techniques of budget preparation and control.

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:

Provide leadership and direction in assigned functions.

Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze problems, make decisions, and be responsible for those decisions.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

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; lifting light objects.

Job Code 1233

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