

**SCHOOL DISTRICT OF SARASOTA COUNTY**  
**JOB DESCRIPTION**

**DIRECTOR, RESEARCH, ASSESSMENT, AND EVALUATION**

**SALARY SCHEDULE: ADMINISTRATIVE – C**

**COST CENTER: RESEARCH, ASSESSMENT, AND EVALUATION (9015)**

**QUALIFICATIONS:**

- (1) Masters Degree from an accredited educational institution. Doctorate preferred.
- (2) Minimum of three (3) years experience in school-based and/or central office educational leadership.
- (3) Background in statistics, research, evaluation, and/or student assessment. Graduate training preferred.
- (4) Minimum of three (3) years experience coordinating large-scale testing programs at the district level or with other educational testing organizations.
- (5) Experience in personnel supervision, budget management and project management and strategic planning.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and technical expertise in the areas of data analysis, data management, statistics, value-added models, evaluation, assessment, and research. Knowledge of federal laws, state statutes and local requirements related to accountability, teacher evaluation, test administration, test security, and school improvement. Technical proficiency and computer application skills in data processing, programming and using statistical analysis tools. Ability to oversee the planning, implementation and evaluation of system-wide programs and district initiatives. Ability to provide leadership in areas of responsibility. Ability to communicate effectively across a wide spectrum of stakeholders.

**REPORTS TO:**

Executive Director, Integrated Instructional Services

**JOB GOAL**

To provide leadership for the design, development and implementation of data systems, training components, monitoring, data analysis, data verification, and reporting associated with federal, state, and local requirements for assessment, accountability, evaluation, school improvement and strategic planning in order to support the district's goals to improve and maximize student achievement.

**SUPERVISES:**

Administrative Assistant  
Program Specialists  
Senior Statistical Data Analyst  
Statistical Data Analyst  
Data Management Coordinator  
Test Distribution Clerk  
Other Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

**DIRECTOR, RESEARCH, ASSESSMENT AND EVALUATION (Continued)**

- \* (1) Serve as the district representative with the Florida Department of Education for accountability, assessment, school improvement.
- \* (2) Direct the personnel, functions and activities, and provide leadership in the areas of responsibility.
- \* (3) Direct the design and development of the district's Instructional Improvement System (IIS), consisting of integrated and linked student achievement, teacher/principal evaluation, and professional development components, in compliance with Florida statutes.
- \* (4) Develop models and oversee the statistical analysis to determine the student growth/achievement component for the instructional and administrative performance evaluation system.
- \* (5) Direct the administration and reporting of all Federal/state/school board mandated testing/assessment programs, including oversight for training of school test administrators, monitoring compliance with state administration procedures, maintaining the security of tests, and disseminating results.
- \* (6) Direct the state-initiated test security investigations and test audits, including guiding schools in the compilation of required records, evaluating findings and submitting reports to the state.
- \* (7) Oversee the planning, development, implementation of system-wide formative assessment programs and local End of Course (EOC) exams and lead district efforts in the interpretation and application of data for student progress monitoring and to inform the needs for professional development and teacher support.
- \* (8) Oversee the district and schools' development of the annual school improvement plan and other compliance documents and records.
- \* (9) Direct the development, implementation, and maintenance of data and reporting systems to provide teachers and administrators with timely access to relevant student, class, and school-level data and summary reports.
- \* (10) Collaborate with the departments of professional development, curriculum, and instructional technology to design and deliver professional development that ensures the integration of assessment and instruction, aligned to the Florida Standards, to support classroom practice.
- \* (11) Supervise the multi-school and/or system-wide program evaluation studies and data analysis for research to determine best practices.
- \* (12) Present and interpret for the School Board, Superintendent, district/school staff, and community relevant and timely disaggregated and trend data on student achievement, school grades, college readiness, graduation/dropout and other accountability measures.
- \* (13) Direct the design and delivery of teacher and administrator training and workshops in the interpretation and use of data for instructional decision-making and to support instructional program and school improvement efforts
- \* (14) Respond to inquiries or concerns in a timely manner.
- \* (15) Keep the immediate supervisor informed, through appropriate channels, of potential problems or unusual events
- \* (16) Keep well informed about current trends and best practices in areas of responsibility.
- \* (17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (18) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (19) Promote and support professional growth for self and others.
- \* (20) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (21) Maintain a network of peer contacts through professional organizations.
- \* (22) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (24) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (25) Represent, consistently, the District in a positive and professional manner.
- \* (26) Assist in implementing the District's goals and strategic commitments.
- \* (27) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (28) Set high standards and expectations for self and others.

**DIRECTOR, RESEARCH, ASSESSMENT AND EVALUATION (Continued)**

- \*(29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(30) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(31) Facilitate problem-solving by individuals or groups.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(33) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities