

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### SUPERVISOR OF RESEARCH, STATE REPORTS AND EVALUATION

**SALARY SCHEDULE: ADMINISTRATIVE – D**

**COST CENTER: RESEARCH, STATE REPORTS, AND EVALUATION (9015)**

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution in related business, technical or research area. Master's degree and current certifications in technical areas preferred.
- (2) Minimum of eight (8) years' experience in state reporting for a Florida school system.
- (3) Minimum of five (5) years' experience in school-based or district-based leadership.
- (4) Experience with Florida funding systems, FTE collection, teacher evaluation, state and federal accountability systems and all mandated compliance reporting practices and cycles.
- (5) Experience in the development of local databases, systems, procedures and guidelines to ensure the validity, and reliability of local systems.
- (6) Proven ability to successfully assess and apply best practices and/or current technologies to enhance the attainment of the District's educational and reporting objectives.
- (7) Current knowledge of industry best practices, educational research, program and analytic modeling, current and emerging technologies and a demonstrated ability to utilize that knowledge to propose to the Executive Director, Director and leadership team strategic and tactical directions appropriate to the technologies under their direction.
- (8) Experience with state audit procedures and protocols.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, regulations and policies and reporting requirements related to assignments. Ability to develop and deliver training to personnel. Skills in time management. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Executive Director, Choice and Accountability

#### JOB GOAL

To ensure that the District receives all funding and ensures district compliance in all areas under responsibility. Provides accurate data, and statistical reports in a timely manner and to ensure the district meets all legal requirements.

#### SUPERVISES:

Administrative Assistant  
 Vocational State Reports Analyst  
 Business System Analyst  
 Program Evaluation and Assessment Coordinator  
 Professional Development Specialist  
 Statistical Data Analyst  
 Data Management Coordinators  
 State Report Coordinators  
 WDIS State Report Coordinator  
 Other Assigned Personnel

## **SUPERVISOR OF RESEARCH, STATE REPORTS AND EVALUATION (CONTINUED)**

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Develop and implement data quality and data review programs to ensure that data submitted for federal and state programs in area of responsibility are accurate and are submitted on time
- \* (2) Develop curriculum and deliver training on student information systems to all District staff, including, but not limited to, program directors, principals, guidance counselors, program liaisons and registrars.
- \* (3) Proven ability to work in a participative, collaborative manner with School employees, Administration employees and external partners on state and federal reporting/programs
- \* (5) Lead the development of the student growth component of teacher and administrator evaluation models in cooperation with district leadership and in compliance with state legislation
- \* (6) Produce detailed report summaries based on research and data analysis for state, district and stakeholder use
- \* (7) Keep current on all reporting guidelines and review new regulations with the appropriate staff as required.
- \* (8) Develop and provide in-service training on audit responsibilities for all members of the department.
- \* (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) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (11) Respond to inquiries in a timely manner.
- \* (12) Keep leadership team informed of potential problems or unusual events.
- \* (13) Disseminate information and current research to appropriate personnel.
- \* (14) Keep well informed about current trends and best practices in areas of responsibility.
- \* (15) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (16) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (17) Promote and support professional growth for self and others.
- \* (18) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (19) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendation for appropriate employment action.
- \* (21) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (22) Represent, consistently, the District in a positive and professional manner.
- \* (23) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (24) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- (25) 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 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 as 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 work year and hours of employment shall be those established by the District.

**SUPERVISOR OF RESEARCH, STATE REPORTS AND EVALUATION (CONTINUED)**

**EVALUATION:**

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

\*Essential Performance Responsibilities