

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

DIRECTOR OF ACCOUNTABILITY, RESEARCH AND MEASUREMENTS

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Graduate training in measurement and evaluation theory, concepts and practice, statistical methodology procedures; and test development, selection, scheduling, administration, scoring, interpretation, and reporting.
- (3) Prefer experience in administration and supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of trends, theory and practice in planning, research, and evaluation. Ability to read and interpret journals, articles, research studies, Florida Statutes, State Board rules, and School Board policies. Knowledge of group dynamics. Demonstrated written and oral communication skills. Ability to organize and prioritize. Ability to present complex data and materials to a variety of audiences.

**REPORTS TO:**

Assistant Superintendent for Office for Teaching and Learning

**JOB GOAL**

To direct, plan, design, implement, and report research and evaluation services, including assessment, accountability, school improvement, accreditation, grants monitoring, data collection and analysis, and program evaluations.

**SUPERVISES:**

Supervisors of Accountability, Research and Measurements  
Grant Resource Specialist  
Assigned Accountability, Research and Measurements Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Communication**

- \* (1) Use a variety of communication tools and techniques to exchange information and ideas.
- \* (2) Respond in a timely manner to requests for information or assistance.
- \* (3) Use effective communication skills to make data and its

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interpretation relevant and understandable.

- \* (4) Provide reports of research activities.

### **Critical Thinking**

- \* (5) Provide assistance to schools in the development and evaluation of their school improvement plans.
- \* (6) Identify external technical services for research needs and develop contracts to acquire those services.
- \* (7) Work with school and District personnel in the use of assessment data for decision-making.

### **Proactive Orientation**

- \* (8) Direct the recruitment and selection process for the research and evaluation department.
- \* (9) Provide proactive leadership for the department.
- \* (10) Anticipate potential problems and design processes and procedures to address them.

### **Facilitation**

- \* (11) Use appropriate interpersonal styles and methods to guide others toward task accomplishment.
- \* (12) Facilitate individual and group problem-solving.

### **Continuous Improvement**

- \* (13) Set high standards for self and others and encourage reaching higher standards.
- \* (14) Keep well-informed and up-to-date about trends and developments in research and evaluation theory and practice.
- \* (15) Keep up-to-date on state mandates and priorities as they relate to assigned responsibilities.
- \* (16) Assist department personnel in keeping abreast of trends and developments in research and evaluation theory and practice.
- \* (17) Promote and support professional development for self and others.

### **Technical/Professional Knowledge**

- \* (18) Direct the development and monitoring of school and department Continuous Improvement Plans for the District.
- \* (19) Direct the planning, development and implementation of the District-wide student assessment programs.
- \* (20) Direct and coordinate the design, development, and implementation

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of the District test data information system.

- \* (21) Direct and coordinate the planning, development, implementation, and reporting of instructional and administrative research activities.
- \* (22) Direct the development of the department's annual budget request to reflect District and departmental requirements as identified in District and school improvement plans.
- \* (23) Provide technical support to schools and departments in data analysis skills.
- \* (24) Provide support services to other departments for program compliance audits.
- \* (25) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- \* (26) Develop job descriptions for personnel assigned to the department.

### **Constancy of Purpose**

- \* (27) Serve on District committees and task forces in support of District initiatives and priorities.
- \* (28) Exhibit commitment to the vision and mission of the School District.
- \* (29) Provide support services to the assistant superintendents for identification of staff development needs.
- \* (30) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (31) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Managerial**

- \* (32) Prepare or oversee the preparation of technical reports, results of data analyses, surveys, and procedural manuals.
- \* (33) Oversee District and school procedures to meet SACS accreditation standards.
- \* (34) Direct and coordinate evaluations of local, state, and federal programs.
- \* (35) Prepare or oversee the timely and accurate completion and submission of records and reports.
- \* (36) Manage the departmental budget.

### **Decisiveness**

- \* (37) Review request from outside agencies or individuals to conduct research, evaluation, or data collection activities within the School

District.

- \* (38) Provide for the design of professional development assistance plans for research and evaluation staff as necessary and appropriate.
- \* (39) Make and share decision sin a timely manner.
- \* (40) Respond quickly to emergency situations.

**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 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. 11**

\*Essential Performance Responsibilities

Board Action \_\_\_\_\_  
Approved \_\_\_\_\_  
Revised \_\_\_\_\_ 2/11/13 \_\_\_\_\_