

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

#### SUPERVISOR OF RESEARCH AND EVALUATION SERVICES

##### **QUALIFICATIONS:**

- (1) Master's Degree from an accredited institution.
- (2) Graduate training in measurement and evaluation theory, concepts, and practice and in statistical methodology and procedures.
- (3) Prefer experience in administration and/or supervision and experience in program evaluation, management of databases and statistical software.

##### **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:**

Director of Research and Evaluation Services

##### **JOB GOAL**

To assist in the planning, design, implementation, and reporting of research and evaluation activities, including assessment, accountability, school improvement, accreditation, grants monitoring, and program evaluations.

##### **SUPERVISES:**

Assigned Research and Evaluation Services Support Personnel

##### **PERFORMANCE RESPONSIBILITIES:**

###### **Technical/Professional Knowledge**

- \* (1) Design and conduct research projects aligned with District initiatives.
- \* (2) Design and conduct program evaluations, including methods and techniques to be used.
- \* (3) Coordinate accountability and school improvement activities.
- \* (4) Prepare technical reports, results of data analyses, surveys, and procedural manuals.
- \* (5) Work with school and District personnel on the use of data for decision making.
- \* (6) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.

## **SUPERVISOR OF RESEARCH AND EVALUATION SERVICES** **(Continued)**

### **Communication**

- \* (7) Interpret and present data to varied audiences.
- \* (8) Collaborate with other departments and schools in educational planning, improvement, and evaluation activities.
- \* (9) Communicate effectively with a variety of audiences orally and in writing.
- \* (10) Respond to inquiries or concerns in a timely manner.

### **Proactive Orientation**

- \* (11) Assist schools and departments in identifying available grants.
- \* (12) Demonstrate initiative in performance responsibilities and improving services.
- \* (13) Anticipate potential problems and develop processes or procedures to prevent or address them.

### **Critical Thinking**

- \* (14) Contribute to department planning activities, including long- and short-term goals, budget, personnel selection, and use of resources.
- \* (15) Prepare formal reports of research and evaluation services.
- \* (16) Interpret accountability and school improvement mandates.
- \* (17) Design and conduct needs assessments.

### **Continuous Improvement**

- \* (18) Collaborate in staff development planning for relevant areas.
- \* (19) Set high standards for self and others and encourage reaching higher standards.
- \* (20) Keep well-informed and up-to-date about trends and developments in research and evaluation theory and practices.
- \* (21) Keep up-to-date on state mandates and priorities as they relate to assigned responsibilities.
- \* (22) Design and deliver staff development in relevant areas.

### **Facilitation**

- \* (23) Facilitate accountability and Continuous Improvement Planning efforts.
- \* (24) Use appropriate interpersonal styles and methods to guide others toward task accomplishment.

### **Managerial**

- \* (25) Coordinate and monitor accreditation planning for District schools.
- \* (26) Coordinate assessment planning and supervise all District-wide assessment programs.
- \* (27) Monitor school accreditation activities.
- \* (28) Oversee and monitor the grant approval process.
- \* (29) Prepare or oversee the timely and accurate completion and submission of records and reports.

**SUPERVISOR OF RESEARCH AND EVALUATION SERVICES  
(Continued)**

**Constancy of Purpose**

- \* (30) Serve on District committees and task forces in support of District initiatives and priorities.
- \* (31) Exhibit commitment to the vision and mission of the School District.
- \* (32) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (33) Perform other incidental tasks consistent with the goals and objectives of this position.

**Decisiveness**

- \* (34) Make and share decisions in a timely manner.
- \* (35) 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 ours 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** 10/5/04