



Job Title: Director of Research and Evaluation

Department: Accountability
Reports To: Chief Accountability
Grade: BG-10
Number of Days: 12 Months
Security Access: Enrollment Center
Current Date: April 24, 2015
Overtime Status: Exempt

Position Summary: Implement, manage and coordinate district-wide data analysis projects and coordinate with multiple departments as well as perform other assigned duties.

Minimum Qualifications:

- Doctorate Preferred
- Post-Grad Degree in Math; Statistics; Science or Related Analytic Field

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Support District Projects with analytical skills.
- Analysis of Student Achievement Data to Identify Trends in Student Performance.
- Function as Student STAT Dashboard Administrator.
- Supervise the RRB process for internal and external research.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficient in Stata and other statistical analysis software.
- Proficient with Microsoft office programs.
- Strong presentation and communication skills

Supervisory Responsibility:

- Responsible for supervising one data analyst.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Work in a fast-paced office environment.
- May require sitting for a prolonged period of time.
- Working on PC for a prolonged period of time.

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