



Job Title: Director of Research and Evaluation

Department: Accountability
Reports To: Chief Analytics Officer
Grade: BG-10
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: April 27, 2018
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.

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day as we strive to make Tulsa Public Schools a destination for excellence:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Minimum Qualifications:

- Doctorate Preferred
- Post-Grad Degree in Math; Statistics; Science or Related Analytic Field
- or other experience that demonstrates excellent superior quantitative and/or analytical skills

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.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.