



**Job Description**

**Job Title: Assistant To The Superintendent for District Accountability/Research**

**Reports to:** Superintendent of Schools  
**Department:** School and District Accountability  
**Number of Days:** 12 Months  
**Compensation:** EL 8  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Leads the accountability planning, implementation, evaluation and educational research needs of the district. Develop forecasts of student membership and prepares long-range projections as needed. Provides reports and analyses concerning the district's performance against state, regional and national measures.

**Qualifications/Job Requirements:**

**Education:** Master's degree, Doctorate preferred.

Major in educational research and evaluation or significant formal preparation preferred.

**Experience:**

- Five years of related experience in research, planning and/or assessment.
- Minimum of ten years of progressively responsible administrative and supervisory experience within public education.

**Other:**

- Training or experience in statistics, research and data analysis and reporting.
- Excellent interpersonal and communication skills.
- Ability to work cooperatively with school and district leaders.
- Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
- Ability to perform multiple job tasks.

**Duties and Responsibilities:**

- Develop district wide plans for providing needed research and evaluation of programs.
- Advise Superintendent and cabinet concerning research, evaluation and planning techniques, the formulation of objectives and testing procedures.
- Chair the Research Review Committee for screening outside research requests.
- Oversee the gathering and interpretation of data for school personnel as required.
- Oversee the development of district wide measures for tracking continuous improvement.
- Respond to parent requests for information about their children's test scores.
- Facilitate the development of shared decision-making guidelines.
- Provide timely forecasts of the anticipated student membership by grade and school.
- Prepare long-range projections as needed.
- Prepare the annual School Profiles of statistical data for each school.
- Prepare reports on mobility, ethnic distribution and other topics on an annual basis.
- Conduct surveys, research studies and literature reviews as needed.
- Develop and monitor the annual budget for the department.
- Coordinate long-range planning studies with INCOG, the Chamber of Commerce, colleges, universities and other community agencies.
- Keep currently informed about local, regional and national trends in evaluation and standardized testing.
- Serve as a member of the Superintendent's Cabinet.
- Perform other duties as assigned.