



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Assistant Director, Institutional Research**

**Reports to:** Director of Institutional Research  
**Office:** Institutional Research  
**Compensation:** EL 3  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Provides administrative, technical and analytical support to the Director in the management and supervision of district directed and/or approved research and reporting services.

#### **Qualifications/Job Requirements**

**Education:**

- Minimum of a Master's Degree.

**Specialized Knowledge, Licenses, etc.:**

- Any appropriate professional certification.

**Experience:**

- Minimum of ten (10) years of recent/relevant public education experience.

#### **Customer Contacts**

- **Internal**
  - School leaders, faculty and staff
  - District Department, Office and Program Leaders and Staff
  - Family Representatives and Parent Organization Leaders/Members
- **External**
  - Community Organization, Agency and Institution Leaders and Staff
  - Municipal Leaders and Staff
  - Faith Based Organization Leaders and Staff

#### **Duties and Responsibilities:**

- Assists the director in the development and maintenance of the district's accountability systems.
- Collects, analyzes and reports results relative to the district's accountability systems.
- Conducts various research projects as may be required.
- Monitors both internal and external research projects as may be required.
- Works collaboratively with appropriate representatives of internal and external organizations/institutions relative to district research activities and programs.
- Maintains professional relationships with appropriate local, state, regional and national organizations and groups.
- Provides technical assistance to individuals conducting research on behalf of the district.
- Facilitates analysis, review and utilization of research findings as may be appropriate.
- Develops reports of research activity and related findings and results.
- Participates in continuing professional development to enhance skills and abilities relevant to ongoing duties and responsibilities.
- Manages research projects and completes research assignments as may be assigned.
- Controls, manages and monitors district attendance boundaries.
- Designs reporting formats and procedures, writes reports and facilitates the distribution of reporting documents to interested persons, agencies, organizations and institutions.
- Recommends studies as may be appropriate based upon stated or anticipated district needs.
- Coordinates efforts of others who may be assigned to research efforts as may be required.
- Supervises subordinates as may be required or assigned.

- Reviews, edits and otherwise assures accuracy of reports, statistical analyses, etc. as may be required.
- Conducts training related to data collection, analysis and/or reporting as may be required.
- Organizes and secures needed assistance from various district departments/offices/schools to facilitate effective and efficient collection of data and information as may be required.