

**TITLE:** **DIRECTOR I - RESEARCH AND EVALUATION**

**QUALIFICATIONS:**

1. Master's degree in business administration, education, economics or related field supplemented by progressively responsible experience in educational administration, educational policy or educational research; combination of training and experience equivalent to master's degree may be considered
2. Doctoral degree (Ed.D. or Ph.D.) in appropriate field is preferred

**REPORTS TO:** Superintendent or designee

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To plan, organize, control and direct the research, evaluation and assessment services of the district

**PERFORMANCE RESPONSIBILITIES:**

1. Works directly with the Superintendent to conduct research and evaluation activities
2. Gathers and disseminates administrative research as needed by Board of Education, cabinet, council, schools and departments
3. Conducts need assessments and incorporates need assessment data into planning and evaluation of programs
4. Coordinates and directs district-wide testing activities and interprets results to public, staff and Board of Education
5. Supervises implementation of state mandated and other specially funded evaluation programs
6. Monitors and interprets federal and state legislation relating to district
7. Generates and coordinates district information reports to federal and state agencies
8. Serves as district representative to state and federal units, public and private evaluation and research agencies, test publishers and educational research organizations on research and evaluation matters
9. Evaluates performance of assigned staff
10. Serves as member of Superintendent's cabinet
11. Attends meetings of Board of Education; attends job-related meetings and activities specified by Superintendent
12. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; management salary schedule, code 5

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services", handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable