

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Research and Accountability

QUALIFICATIONS

- Master's Degree in education or related field.
- Certification in Educational Leadership.
- At least four (4) years of successful experience in educational leadership, management, and supervision.
- Graduate study or experience in data analysis, research, educational accountability, and student assessment preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of teaching and learning processes.
- Knowledge of student theory and practice.
- Ability to implement, manage, and lead District and state assessment programs.
- Knowledge of State of Florida and federal accountability programs, related laws and State School Board Rules related to school/District accountability, teacher evaluation, and student assessment.
- Knowledge of research and program evaluation design, including application of appropriate procedures, analysis, and interpretation of results.
- Knowledge of data management, analysis, and reporting strategies.
- Ability to communicate District and state requirements in the areas of student assessment, accountability, and school improvement planning.
- Ability to manage research and other technical personnel.
- Knowledge of computer applications and technological equipment, as related to specific job functions.
- Strong observational skills.
- Skill in problem solving.
- Ability to plan, organize, and prioritize.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with District personnel and the public.

SUPERVISION

REPORTS TO Deputy Superintendent for Instructional Excellence and Equity
SUPERVISES Assigned Personnel

POSITION GOAL

To lead and direct District services supporting data analysis and research; school accountability programs; implementation and reporting of federal, state, and District assessments and results; school improvement; and program evaluation.

PERFORMANCE RESPONSIBILITIES

1. *Serve as the lead liaison with DOE assessment and accountability staff.
2. *Identify, develop, and/or guide the development of research and program evaluation projects.
3. *Manage, monitor, and communicate school accountability processes and changes to District and school personnel.
4. *Provide support to schools, learning communities and District departments in data analysis and evaluation.
5. *Direct and supervise customer service and support services provided to schools, learning communities, and District staff in the areas of research, accountability, program evaluation, and student assessment.
6. *Manage with the Director of Government/Employee Relations the process of calculating teacher and administrative student learning growth scores for instructional and administrative personnel.
7. *Direct, coordinate, and support School Improvement Plan development, School Advisory Council protocols and A+ School Recognition processes.
8. *Coordinate federal, state and District assessment and accountability functions.
9. *Direct the planning, development, support, and implementation of District wide common formative student assessment programs.
10. *Develop, implement, and monitor the operating budget for the Department of Assessment and Accountability.

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11. *Direct and supervise processes and procedures related to planning, administration, and reporting of federal, state, and District assessments.
 12. *Coordinate the presentation of professional development activities related to federal, state, and District assessment procedures, results and data analysis.
 13. *Serve as a clearinghouse for requests for data analysis and the reporting of results.
 14. *Issue memorandums and other correspondence related to assigned duties.
 15. *Provide technical assistance to schools as requested or required.
 16. *Provide feedback to Principals and Executive Directors related to school-based testing procedures.
 17. *Guide department staff in continued professional development.
 18. *Engage in effective program evaluation.
 19. *Ensure the data is accurate prior to disseminating reports.
 20. Perform other duties as assigned by the Deputy Superintendent for Instructional Excellence and Equity.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer, AV equipment, county vehicles, personal car, forms cutter

PHYSICAL REQUIREMENTS

Heavy Work Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-C \$83,036 - \$127,378

District Salary Schedule	
Months	12
Annual Days	258
Weekly Hours	37.5
Annual Hours	1935

POSITION CODES

PeopleSoft Position	TBA
Personnel Category	02
EEO-5 Line	06
Function	7700
Job Code	2103
Survey Code	77117

FLSA

<input type="checkbox"/> Applicable	
<input checked="" type="checkbox"/> Not applicable	Previous Board Approval

BOARD APPROVED

May 9, 2017

ADA Information Provided by	Anna-Marie Cote, Ed.D.
Position Description Prepared by	Anna-Marie Cote, Ed.D.