

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ADMINISTRATOR, Research and Accountability

#### QUALIFICATIONS

- Master's Degree in educational research, social sciences, research methods, program evaluation, statistics, or related field required. Emphasis in statistical data analysis, research methods, measurement and/or computer programming preferred.
- Three (3) years' experience with the development, implementation, analysis, and reporting of evaluation and research projects preferred.
- Demonstrated success in the management of large projects and working with others in a collaborative manner to establish goals and objectives, develop action plans, conduct data analysis, and communicate results.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of research design, sampling procedures, descriptive and inferential statistics, and data presentation techniques.
- Ability to appropriately select and use data analysis tools and techniques.
- Ability to interpret performance data delivered in raw, converted, and chart form.
- Ability to convert performance data into useable information to match the level of understanding of the intended audience (i.e. School Board, Superintendent, district and school administrators, teachers, parents, and the media) so it is understandable and informative.
- Ability to provide leadership and assistance to schools and departments in planning, designing, and conducting data analysis, program evaluations, and research.
- Ability and willingness to learn new software programs that assist in the analysis of performance data.
- Demonstrated ability to facilitate group processes, engage in conflict resolution, planning, and decision-making between school and district leadership to build consensus and develop goals.
- Ability to plan and organize schedules and timelines in an environment with constantly changing priorities.
- Strong organizational and interpersonal skills.
- Demonstrated skill in survey development and administration.
- Demonstrated skill in qualitative research methods.
- Knowledge of test construction, scoring, and norming techniques.
- Ability to communicate effectively, orally, and in writing with diverse groups.

#### SUPERVISION

**REPORTS TO** Director of Research and Accountability  
**SUPERVISES** Assigned Support Staff

#### POSITION GOAL

*To support the district's efforts to increase K-12 student achievement by monitoring, analyzing, evaluating, and communicating progression towards attainment of all instructional and operational goals in the District's Strategic Plan for Continuous Improvement, Building on Success.*

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### PERFORMANCE RESPONSIBILITIES

1. \*Actively engage in the design and implementation of statistical analysis to evaluate the impact of new curricula, professional development, teacher training, or other interventions on student and teacher learning as well as classroom teacher practices.
2. \*Monitor and evaluate all strategies within the District's Strategic Plan and periodically report findings to executive management.
3. \*Conduct both cross-sectional and longitudinal analysis of student, staff, and operational data using a variety of techniques.
4. \*Assume responsibility for the analysis of student outcomes on annual norm- and criterion-referenced tests.
5. \*Assume responsibility for the interpretation of student achievement and test results, and prepare verbal, written, and visual reports for internal and external audiences.
6. \*Disaggregate school test data using quantitative methods, including statistical analysis and interpretation.
7. \*Provide consultative services in evaluation and research to countywide and individual school personnel.
8. \*Assume responsibility for evaluation and research design, sampling, design of data collection instruments along with data collection strategies, statistical analysis, and execution for assigned projects, and follow through with established timelines.
9. \*Prepare reports and make presentations as needed.
10. \*Coordinate ~~Administer~~ the collection of data from various departments and/or schools.
11. \*Compile and verify data for the production of regular and/or special statistical reports from various sources.
12. \*Develop and/or select appropriate research designs, data collection instruments, evaluation models, and population samples to assist the Superintendent, Board, and departments in assessing effectiveness of functions and programs throughout the school system.
13. \*Maintain a database to ensure that data can be retrieved and appropriately used in the future through documentation and archiving.
14. \*Use statistical software to analyze data and prepare reports.
15. \*Research and conduct evaluations of school based instructional programs.
16. \*Review current developments, literature, and technical sources of information related to job responsibilities.
17. \*Assist with the timely and accurate completion and submission of local, state, and federal reports as needed.
18. \*Attend and/or present at meetings such as School Board meetings, district leadership meetings, and school meetings as assigned or requested.
19. Perform other duties as assigned by the Director of Research and Accountability.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment

### PHYSICAL REQUIREMENTS

#### **Sedentary Work**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**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.  
**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.

**WORKING CONDITIONS**

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**AO-07-E \$75,863 - \$116,260**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**

PeopleSoft Position TBA  
Personnel Category 06  
EEO-5 Line 06  
Function Vary  
Job Code 1333  
Survey Code 77108

**FLSA**

Applicable  
 Not applicable

**BOARD APPROVED**

**April 28, 2020**  
**June 21, 2005**

ADA Information Provided by Kelly Thompson  
Position Description Prepared by Kelly Thompson