

EXECUTIVE DIRECTOR, OFFICE OF DATA AND ACCOUNTABILITY

DEFINITION

Oversees and directs the Office of Data and Accountability.

TYPICAL DUTIES

Directs and manages the Student Testing Branch, State Reporting Services Branch, Data Privacy and Analysis Branch, and the Student Records and Data Management Branch.
Oversees all District, State, and federal mandated testing programs.
Oversees the development of tools designed to measure compliance with the District's improvement objectives and the development and deployment of District data reporting platforms.
Supports the Superintendent and senior leadership with data analysis and reporting needs.
Communicates to staff, the Board and the public the District's performance on various student performance metrics.
Provides executive leadership in the reporting and publication of key performance indicators for the District.
Oversees the publication of official school and student level data.
Oversees data collection and analyzes, interprets, and synthesizes data into information that help guide policy and decision-making.
Serves on various committees directly related to the goals, objectives, and responsibilities of the Office, or as determined by the Superintendent of Schools or designee.
Oversees the provision of data for internal and external research studies for the District.
Oversees the stewardship of historical student records, including the digitization process, and the protocols for release of student data to ensure data privacy.
Oversees the collection of the Household Income Form and the reporting of student eligibility for free or reduced-price meals.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Executive Director, Office of Data and Accountability provides oversight and direction over the Student Testing Branch, State Reporting Services Branch, Data Privacy and Analysis Branch, and the Student Records and Data Management Branch.

A Senior Executive Director of Strategy creates, communicates, executes, and monitors strategic initiatives and policies and is responsible for managing assigned departments and functions of the District including, but not limited to, data and accountability, program evaluation, strategic initiatives, schools of choice, and enrollment.

SUPERVISION

Administrative direction is received from the Senior Executive Director of Strategy. Supervision is exercised over technical, professional, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Effective research-based strategies, theories, techniques, and methods of instruction
- Public Administration
- Modern management theory
- Budget development and implementation
- Education Code, Board Rules and District policies and procedures
- Emerging technologies in assessment/accountability
- Techniques and strategies for managing a large and diverse organization
- Collective bargaining agreements in the District
- Basic concepts and applications of electronic data processing
- Principles of training, employee evaluation, employee relations, and progressive discipline
- Principles of public relations
- Principles and best practices for data management, analysis, visualization, and reporting

Ability to:

- Analyze problems, make decisions, and be responsible for those decisions
- Manage large system implementation projects in a cross-functional environment
- Develop and implement objectives, policies, procedures, work standards and internal controls
- Determine strategies to achieve goals
- Conduct group presentations and facilitation
- Communicate effectively, both orally and in writing with various stakeholders, District staff, and the community in a multiethnic educational environment
- Exercise judgment and creativity in making decisions
- Speak effectively and make formal presentations in public meetings and at staff briefings before a variety of groups
- Interpret and explain data and statistics to schools and the general public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in Educational Administration, Education Policy, Business Administration, Political Science, Public Administration, or a related field. An advanced degree is preferred.

Experience:

Five years of management-level experience in school management, data management, education statistics, research, or assessment in the K-12 education sector.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. An employee of this class is subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
05-08-25
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