

DIRECTOR OF STRATEGIC DATA AND EVALUATION

DEFINITION

Plans and directs the activities of the Strategic Data and Evaluation Branch involving statistical analysis and all phases of research planning and evaluation.

TYPICAL DUTIES

Directs the reviews of professional literature on educational research and reports the results of studies of evaluative data and research to District leaders.

Supervises the planning, design, and completion of District formative and summative program evaluations and U.S. Department of Education-mandated program evaluations.

Directs and guides schools and offices in the establishment and the development of processes for conducting local evaluations tailored to their evaluation needs.

Works with senior District staff to identify evaluation needs and identifies and coordinates the methods, processes, and analysis, and implementation of research studies conducted within the District.

Liaises with analytic partners and external research organizations who contract with the District to conduct research and evaluations to ensure the individually identifiable data and privacy policies are followed and to determine the potential incorporation of research findings into District programs.

Liaises with various District departments in relation to ongoing and developing evaluation studies of various programs and the generation of reports to the State and federal agencies.

Prepares Board reports of program evaluation findings.

Develops and controls the Branch's budget, supervises the staff, and evaluates the Branch's operational needs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Strategic Data and Evaluation provides administrative direction to formative and summative evaluation studies regarding the effectiveness of the instructional programs and educational projects from both qualitative and quantitative perspectives.

Educational Research Analysts and Senior Educational Research Analysts perform a variety of duties related to the development, preparation, and implementation of measurement, evaluation, and research projects in varying degree of difficulty and responsibility.

SUPERVISION

Administrative direction is received from the Chief Strategy Officer. General supervision is exercised over Educational Research Analysts, Senior Educational Research Analysts, other professional and technical staff, and clerical support personnel.

CLASS QUALIFICATIONS

Knowledge of:

Research design and methodology
Procedures and techniques of educational testing analysis and statistical analysis and presentation
Advanced statistical methods and terminology
Principles of test development and administration, validation, and interpretation of results
Computer usage and data reduction, analysis, and display
Principles of public relations
Effective management principles and techniques
District organization and laws that determine educational policy and practices

Ability to:

Work independently, think creatively, and develop viable resolutions to test evaluation problems
Plan, schedule, and direct multiple evaluation projects, involving personnel in District organizational units, delegate to subordinates, and evaluate operational effectiveness
Synthesize facts, concepts, and influences that affect systems and procedures
Make, support, and explain recommendations and decisions
Manage time, meet deadlines, and bring closure by following projects to completion
Work harmoniously and effectively with District administrators, employees, employee representatives, special interest groups, and the public
Analyze written materials and oral communications
Communicate effectively orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a graduate degree in educational research or related field and at least twelve semester units or equivalent in test and measurements, statistics, or research methods. An Ed.D or Ph.D degree is highly preferable.

Experience:

Five years of successful full-time professional experience including supervisory or management experience in a research and/or educational setting. Management experience in a large public school system or institution of higher learning in the field of research, management or evaluation is highly preferable.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

1. Exempt from FLSA.
2. An employee in this class may be 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
12-02-21
RGK