

TITLE: Director, Research and Testing

QUALIFICATIONS:

1. Master's degree or higher in education, statistics or related field.
2. Minimum three (3) years successful experience in educational research, evaluation, assessment, or educational administration.
3. Expertise and experience with industry-standard computer applications, as well as, data and statistical analysis software.
4. Demonstrated skill in working with diverse groups of people in school and community settings.
5. Demonstrated skill in oral and written communication.
6. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

REPORTS TO: Executive Director, Accountability and Planning

JOB GOAL:

1. To support increased student achievement through analysis and organization of relevant data.
2. To provide leadership, assistance, and support in interpreting data for decision-making regarding student achievement.

ESSENTIAL FUNCTIONS:

- * 1. Analyzes and summarizes achievement and performance trends for data categories directly related to the District goals and priorities.
- * 2. Develops and supervises the administration and scoring of the District assessment program following state procedures and current professional "best practices."
- * 3. Trains test coordinators and other personnel in test content, design, administration, and data analysis to ensure that quality assessment procedures and data analysis are used throughout the District.
- * 4. Plans and manages budgeted funds to ensure that optimal assessments, services, and supplies are available to support increased student achievement, on a cost efficient basis.
- * 5. Supervises staff in data maintenance and analysis, conducts annual performance appraisals and makes recommendations for appropriate employment action.
6. Identifies, evaluates, and develops test preparation materials.
7. Works with District personnel to implement specific District initiatives.
8. Organizes and provides information to parents, media, and public on District and state test results.
9. Designs and supervises specific research projects directly related to the District goals and priorities.

10. Provides information on state accountability system for administrators and school personnel.
11. Serves as liaison between District personnel and the Florida Department of Education Assessment and Accountability staff.

* Core Measures

PHYSICAL REQUIREMENT:

This position requires medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects, as needed.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of administrative personnel.

Board Approval Date: 10-24-2000