



Leadership • Collaboration • Support

**JOB TITLE: Director, Assessment, Research, and Evaluation**

**Classified Directors Salary Schedule, Range 3**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Provides technical assistance, training, and relevant information to the Solano County Office of Education (SCOE) programs, Solano County districts/schools, regionally, and in connection with statewide initiatives to effectively support assessment, accountability, and evaluation with an equity focus and mindset. Provides information to facilitate data-informed decision-making locally, regionally, and in connection with statewide initiatives. Engages in collaborative planning, implementation, and support of high-quality professional learning opportunities. Provides support to local school district and as part of the Differentiated Assistance in the context of the Statewide system of support.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

Any combination equivalent to:

- Bachelor's degree, supplemented by course work in research design, statistics, testing, and measurement, and three years' experience in supervising assessment, research, or program evaluation, and experience in administering state-mandated testing programs or conducting research and evaluation activities.
- Masters or doctoral degree in a related field preferred.
- Three years' experience in data analysis at the school level preferred.
- Expertise with statistical software, and educational and web-based data management systems preferred.

**ESSENTIAL DUTIES**

- Plans, coordinates, designs, conducts, and supervises assessment, research, and evaluation activities; provide information to facilitate informed decision-making.
- Designs, prepares, and presents research and evaluation reports regarding student and program performance; examine and analyze data.

- Supports with the planning and scheduling of state-mandated testing programs and procedures.
- Provides technical assistance and training to site and district personnel regarding assessment and evaluation activities and disseminate information and respond to inquiries.
- Directs, develops, implements, evaluates and establishes standards of achievement and countywide assessment programs and data storage/reporting systems.
- Assists in interpreting the instructional programs and assessment & accountability data, to SCOE, districts and the community.
- Performs special projects and research; manages various large-scale, ongoing projects including coordination of data collection; maintaining quality control of data entry, preparation of reports, conducting data analyses, and interpreting findings.
- Conducts data collection, organization, compilation, analyses, and accurate interpretation of the findings; create and maintain assessment databases and produce data reports for various audiences.
- Provides technical assistance regarding assessment and program evaluation including evaluation of grants.
- Evaluates the effectiveness of the various educational programs and makes program modifications, additions and deletions as appropriate.
- Writes comprehensive, objective reports and present information to a wide range of audiences.
- Prepares and maintains a variety of narrative and statistical reports, record, and files.
- Remains current concerning trends in assessment, research, and evaluation by attending conferences, reading journals/papers, joining professional associations, taking courses, and attending workshops.
- Develops contacts with state and national organizations for the purpose of enhancing and improving assessment and accountability processes.
- Coordinates collection and submission of data and other records for state and federal agencies (e.g. Civil Rights Data Collection, Federal Program Monitoring).
- Coordinates Williams review process.
- Coordinates and provides the necessary in-service and professional learning for staff to implement assessments and analyze data.
- Builds collaborative relationships with a variety of constituent groups, including external partners, to support assessment implementation in schools countywide.

- Serves as the liaison representative in the field of assessment and accountability with the federal and state programs, regional meetings, and in collaboration with other county offices of education.
- Assists in the determination of the data-based educational needs and the goals of the community and the county.
- Researches best practices in adult learning to support professional learning opportunities.
- Provides leadership and assistance to site and District personnel in identifying, planning, developing and implementing continuous improvement processes and initiatives.
- Meets with local, community, regional, and state advisory groups to discuss project applications and requirements.
- Collaborates with other department leaders to ensure supports and programs are aligned with SCOE priorities.
- Attend the Management Advisory Council (MAC) and the Chief Administrative Team (CAT) meetings.
- Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

- Effective management practices and supervision techniques.
- Technical aspects offield or specialty.
- Standardized, performance-based, and other assessments.
- Database systems and datamanagement.
- Computer software applications relevant to educational assessment and research.
- State and federal laws, regulations, and codes dealing with the assessment and evaluation of educational programs.
- School district organization, operations, policies, and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

## **ABILITY TO:**

- Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings.

- Create and maintain assessment databases.
- Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.
- Prepare and deliver presentations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures, and complete assignments successfully with a minimum of direction and supervision.
- Conduct library research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data.
- Communicate orally and in writing to audiences of varying levels.
- Collaborate with school staff, district staff, and outside agencies on research and evaluation design and data needs.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Administrative Policy.

## **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

## **SUPERVISION RECEIVED**

Limited and general supervision.

## **SUPERVISION EXERCISED**

Employees in this classification may supervise other staff members in the operational unit.

## **PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (25%)      Walking (25%)      Sitting (50%)

Body Movement (Frequency):

None (0)   Limited (1)   Occasional (2)      Frequent (3)   Very Frequent (4)

Lifting – lbs. (0-40)      Lifting (2)      Bending (2)

Pushing and/or      Reaching      Kneeling or

Pulling Loads (1)

Overhead (1)

Squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)