



May 2021
New Job Description
Board Approval: May 27, 2021

Director, Equity, Assessment, and Evaluator of Programs

Definition

Under the supervision of the Assistant Superintendent, Educational Services, the Director, Equity, Assessment, and Evaluator of Programs will perform administrative duties and provide leadership with primary responsibility for the research, development, implementation, and evaluation of the District's assessment and student achievement programs. They will evaluate the District's Multi-Tiered System of Support (MTSS) with the strategic use of data for equity and access for all students. They will be responsible for using the District's student data systems to measure student performance over time, providing the school board, staff, and parents with data analysis and interpretation. The Director works collaboratively with all stakeholders and communicates effectively with stakeholders regarding the successful use of data.

Essential Duties and Responsibilities

- Implement and articulates the District's mission, goals, and objectives using an effective representation of current data and collaborative processes and professional development;
- Oversee the District's assessment program, which implements the monitoring system for student achievement, perception data, program data, and demographic data;
- Measure student performance over time to inform educational decision making;
- Organize, direct, and supervise all aspects of the District, state, and national assessment programs;
- Responsible for program review and evaluation to ensure that program effectiveness and alignments with the District's vision and achievement goals;
- Direct and coordinate teachers and administrators in developing assessment instruments, and systems of monitoring the implementation of District and site staff development;
- Analyze, interpret, and report results from research, program evaluations, curriculum development efforts, and the District, state, and national assistant programs;
- Coordinate and supervise the preparation, design, implementation and reporting of District data and programs;
- Direct and coordinate teachers and administrators in developing school wide instructional goals, objective and assessment instruments, and systems of monitoring the implementation of District and site programs;
- Develop and administer the budget for assessment;
- Collaborate and serve as a proactive, creative resource throughout the District for diversity-related initiatives, activities, materials, advice, and counsel;
- Provide training to District and site staff on issues of equity that affect climate, culture, and educational engagement;
- Provide guidance and support for the implementation of Culturally Responsive Practices;

- Collaborate with staff to collect and analyze data that provide information useful to support and enhance equity, diversity, inclusion initiatives, and student achievement;
- Manage and oversee all state and federal compliance monitoring programs;
- Perform other duties as assigned.

Required Qualifications

- Five years of successful teaching experience in education;
- A Master's Degree in Education;
- A valid Administrative Services Credential authorizing K-12 service;
- Three to five years experience as a site principal.

Preferred Qualifications

- Possession of a Doctorate's Degree in Education.

Knowledge of

- Leadership development;
- Curriculum planning and development;
- Strong organizational skills;
- Essential components of school innovation;
- Instructional techniques, methods, and materials;
- Research skills;
- Coaching Strategies;
- Elements of Program Improvement;
- State and federal requirements for categorical program monitoring;
- Career Technical Education (CTE);
- Statistics;
- Data analysis;
- Strong public speaking.

Ability to

- Communicate well, both orally and in writing;
- Interpret data;
- Exercise leadership role to improve focused collaboration and cooperative planning, for professional learning communities;
- Ability to take initiative;
- Evaluate instructional program effectiveness;
- Plan, organize, and coordinate a variety of projects simultaneously;
- Advance a school, improving student achievement;
- Facilitate training and coaching for teacher/administration leadership;
- Work cooperatively with other staff members, community, and parents.

This position will be paid on the appropriate step of the Certificated Management salary schedule (223 days, 12 months - \$11,779.63 - \$13,626.92)