

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Sr. Director – Research, Evaluation And Student Records	Reports To:	Superintendent
Department:	Curriculum Design and Instructional Improvement	Classification:	Management
FLSA:	Exempt	Work Year	12 months / 223 work days
		Salary:	Schedule P, Range 13

I. DESCRIPTION OF POSITION

Under the direction of the Superintendent, the Director of Research Evaluation and Student Records supervises, plans, coordinates and directs the district-wide programs for students in the areas of research, student evaluation and assessment, and maintenance of pupil records.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Directs, supervises and evaluates district staff who are responsible for the operation of the following support areas: all district-wide pupil assessment activities, including development of district-wide criterion-referenced tests; maintenance and distribution of pupil records; development of program evaluation instruments and analyses of such programs; and development of user-friendly data analyses to provide effective program data to be used for effective program planning and implementation.
- B. Assists district staff with the identification of district needs and with the development and implementation of staff goals and objectives to meet the instructional needs of students.
- C. Provides the latest research on innovative evaluation and assessment practices at national, state and local levels.
- D. Directs, coordinates, monitors and evaluates the implementation of assessment and evaluation activities at the district and school site levels.
- E. Directs and coordinates district articulation activities among elementary, middle high and adult schools, and universities, to provide a data-driven instructional program.
- F. Directs the preparation and distribution of the annual school accountability report cards.
- G. Supervises the maintenance of student records and the release of student information and transfer of records.
- H. Acts as the district liaison to public and private agencies in the areas of assessment, research and evaluation.
- I. Submits grant applications, and prepares correspondence and evaluation reports for implementation, monitoring and evaluation of funded grant programs.
- J. Prepares and monitors budgets for assigned programs.
- K. Follows a planned professional growth program, participates actively in local, state and national professional education, assessment and evaluation, and administrator associations, and studies local, state and national guidelines for effective school and district assessment and evaluation.
- L. Fulfills other related duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California clear multiple or single subject teaching credential
- B. Possession valid California administrative credential
- C. Master's Degree from an accredited institution of higher learning, preferably in administration or assessment and evaluation, or a closely related field.
- D. Three or more years of successful teaching experience.
- E. Three or more years of successful experience in a responsible administrative position preferably including experience as a site principal.

- F. Successful management experience in the area of assessment and evaluation and the development of student and program data analyses desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Principles, practices, trends, goals and objectives of public education and of assessment and evaluation.
- B. Organization, management, planning and evaluation strategies, techniques and procedures.
- C. Research and development strategies, processes and techniques.
- D. District organization, operations, policies and objectives.
- E. Current applicable laws, regulations, codes, policies and procedures.
- F. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Plan, organize, coordinate and direct the district's research, evaluation and assessment programs.
- B. Plan, organize, coordinate and direct the district's student records management system.
- C. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- D. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions.
- E. Establish and maintain cooperative organizational, public and educational community relationships.
- F. Interpret, apply and explain rules, regulations, policies and procedures.
- G. Analyze situations accurately and adopt an effective course of action.
- H. Prepare comprehensive narrative and statistical reports.
- I. Supervise the performance of assigned staff.
- J. Demonstrate effective communication skills both orally and in writing.
- K. Use a computer.

V. WORKING CONDITIONS

Environment:

District offices and school sites

Physical abilities:

Hearing and speaking to exchange information and make presentations

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.