



Job Title: Director of Research, Assessment And Accountability **Wage/Hour Status:** Exempt

Reports To: Asst Superintendent of Student Services & Support **Pay Grade:**

Dept. /School: Administration **Date Revised:** July 19, 2011

Primary Purpose:

Provide leadership in the areas of research, program evaluation, state and national accountability systems, and state-mandated testing.

Qualifications:

Education/Certification:

Certified as a counselor or campus administrator in the State of Texas
Doctorate preferred

Special Knowledge/Skills:

Strong working knowledge of state and national assessment and accountability systems
Ability to effectively manage budget
Ability to interpret policy, procedures, and data
Working knowledge of databases, spreadsheets, and statistical software packages
Ability to analyze data, create reports, and make recommendations
Ability to conduct staff development
Strong communication skills, public relations, and interpersonal skills

Experience:

3 years successful classroom teaching experience
5 years experience with Texas assessment and accountability programs
Demonstrated experience managing, analyzing, and reporting data to inform decision making

Major Responsibilities and Duties:

Test Administration:

1. Supervise the administration of the following tests:
 - State-mandated tests (STAAR/TAKS, TAKS-M, TAKS-A, TAKS-Alt)
 - TELPAS
 - EOC: 12 tests (online and paper)
 - NAEP
 - Field Tests
 - Benchmark/Curriculum checks

- ITBS & *Aprenda*
2. Schedule & conduct training, monitor progress of individuals trained and/or tested online (including TELPAS & TAKS-Alt).
 3. Coordinate, prepare, implement and conduct campus staff development activities in assessment practices.
 4. Serve as liaison between TEA and district personnel in assessment.
 5. Coordinate the administration, including security measures, of the state-testing and national assessment program.
 6. Comply with policies established by federal and state law, State Board of Education rules, and the local board policy.
 7. Provide campus level training for administration of online tests.
 8. Review and submit all special education accommodation requests to TEA.
 9. Develop and implement a method for managing test administration documents (5-yr plan) and supervise the inventory of test materials.

State and National Accountability Standards:

10. Generate projected accountability ratings tables for the Superintendent and campus principals.
11. Prepare data tables for the superintendent's annual appraisal.
12. Train district staff and campus principals on details of accountability systems.
13. Serve as the district's primary contact person on issues related to state and national accountability.
14. Prepare and submit accountability rating appeals, as needed.

Data Analysis, Interpretation, & Reporting:

15. Identify district and campus strengths and weaknesses through analyses of state assessment data.
16. Compare district and campus student performance with state results.
17. Compare district student performance with other districts.
18. Conduct trend analyses of student performance on state tests.
19. Conduct gap analyses of student performance on state tests.
20. Analyze data and report test results at the district and campus level.
21. Develop performance and other research-based reports and post on the departmental website.
22. Train district staff and campus administrators on interpreting test data.

Research & Evaluation:

23. Support external research efforts by providing data and evaluation plan recommendations.
24. Maintain sources of published research and communicate findings to district personnel.
25. Evaluate and recommend improvement in the instructional and other curriculum support programs.
26. Obtain and use evaluative findings, including student achievement data, to examine program and/or service effectiveness and to track student performance.
27. Other duties as assigned.

Supervisory Responsibilities:

Supervise campus testing coordinators, assessment & accountability specialist, and department secretary

Equipment Used:

Computer databases, statistical software, and standard office equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Requires ability to coordinate multi-tasks, lift and pack 40 lb. boxes, some late hours, and travel

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.