

**Jordan School District  
ADMINISTRATION JOB DESCRIPTION**

Job Title: Director Evaluation, Research & Accountability	Lane Placement: <u>6</u>
Department / Location: Curriculum / District Office	
Supervisors Title: Administrator of Curriculum & Staff Dev.	Contract: <u>245 Days</u>
FLSA Classification: <u>Exempt</u>	Hours per Day: <u>8</u>
Department Approval: <u><i>Laura J. Dinkler</i></u>	Date: <u>3.13.17</u>
ADA Review: <u><i>Janelle Masten</i></u>	Date: <u>3.8.17</u>
Human Resources Approval: <u><i>Bob Enye</i></u>	Date: <u>3-8-17</u>
Superintendent Approval: <u><i>Patricia A. Johnson</i></u>	Date: <u>3/8/17</u>
Original date: <u>04/85</u> Revised: <u>08/05</u> Revised: <u>03/17</u> Revised: _____	

**GENERAL FUNCTION**

The **Director of Evaluation, Research, and Accountability** is responsible to coordinate, supervise, implement, analyze and distribute data of all state and District assessments. Supervise, coordinate and report all District evaluations as required by state and District policies. Serve as the chair of the District Research Committee and serve as the District's Grievance Officer.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Coordinate, supervise and implement the District's group testing programs to ensure that the operation and activities of testing programs comply with federal and state laws, Utah State Board of Education (USBE) rules and local Board goals, policies and guidelines.
- Ensure that all educational assessment directives from the USBE are communicated to, and implemented in, the District.
- Oversee and direct the proper, accurate and efficient operation of all department assessment services and data analyses services.
- Ensure that all department staff members receive training, professional development and assistance in their respective assignments.
- Oversee and direct meaningful professional development to school leaders and teachers regarding 1) proper assessment administration procedures and 2) the effective use of assessment, research, and other educational data to evaluate instructional programs, inform student instruction, positively affect student learning and predict educational success.
- Provide current information regarding assessment materials, assessment trends, as well as providing leadership in interpretation and use of assessment data.
- Provide leadership and support for implementation and performance reporting regarding federal, state, and District accountability programs.
- Oversee and direct the distribution and analyses of school and District accountability reports.
- Provide educational assessment data, reports, and presentations to the Administrative Cabinet and/or Board of Education as warranted.
- Work in cooperation with other District departments to ensure the safe, secure and confidential management of student assessment data.
- Assist the Curriculum Department with the effective administration and secure reporting of District employee evaluations.

- Chair the District's research review committee, prepare project approval requests for review by the research review committee and process all review committee decisions.
- Serve on District and state committees as assigned to provide leadership and expertise in the areas of research, evaluation, and program review.
- Fulfill all requisite responsibilities as the District's Grievance Officer including scheduling hearings as outlined in policy, conducting unbiased grievance hearings and providing written reports in a timely manner.
- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- Requires three (3) years of administrative experience.
- Experience as a school administrator preferred.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Ability to manage the development and implementation of appropriate programs with the division.
- Demonstrated ability to work effectively and cooperatively with individuals and groups throughout the district and with all levels of district employees, including administrative, licensed and classified personnel.
- Ability to develop and implement policies, guidelines and procedures for the Evaluation, Research and Accountability Department

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

#### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*