

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0135
Pay Grade: C10

FLSA: Exempt

DIRECTOR, RESEARCH & ACCOUNTABILITY

MAJOR FUNCTION:

Administrative position responsible for the planning, coordination and overall implementation of research, evaluation, testing and accountability services, projects and activities in the district with emphasis on improved decision making and accountability, particularly in regard to:

- District goals, objectives and priorities District Strategic Plan
- Ongoing innovative or formative educational and support programs or projects
- Innovative or formative educational and support programs or projects of a pilot nature
- Interpretation and use of research findings, test information and evaluation design

DUTIES AND RESPONSIBILITIES:

- Performs all administrative responsibilities for department
- Serves on Superintendent's cabinet team
- Coordinates evaluations of the Superintendent, Office of General Counsel, and other individuals, groups or programs as assigned
- Provides consultative and technical support and services to schools, departments and programs on quality improvement, planning and evaluation tools and activities
- Provides consultative services and technical support to departments for their data needs
- Provides technical support to and/or serves on quality improvement, comprehensive planning and accountability teams
- Utilizes results of standardized assessment to prepare reports in response to educational inquiries within the district
- Oversees the work of all administrative and technical staff
- Provides guidance to policy development in the district
- Provides guidance on implementation of differentiated accountability
- Provides consultative services and technical support on evaluations conducted by outside evaluators and those required by the Florida Department of Education or other regulatory agency
- Reviews and coordinates research requests from individuals, groups and/or outside agencies.
- Conducts district-wide surveys, analyzes data, prepares and presents reports
- Works with outside evaluation consultants
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

Master's degree in Educational Administration, Educational Measurement and Research, or a related field, and five (5) years of progressively responsible related experience to include three (3) years of experience in administration and educational planning, research or evaluation. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:

Doctorate in Educational Administration, Educational Measurement or Research, or a related field.

ISSUED: 3/82; REVISED: 10/85 RW; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; TITLE CHANGE BOARD APPROVED: 7/27/88; REVISED: 2/94 DH; BOARD APPROVED: 4/13/94; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED D&R 6/10 LMCK

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this classification, and they are not intended to be construed as an exhaustive list of all duties and responsibilities required of someone in this classification.

DIRECTOR, RESEARCH & ACCOUNTABILITY

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Research & Accountability – ADM