

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0141
Pay Grade: C11

FLSA: Exempt
Administrative

EXECUTIVE DIRECTOR, ASSESSMENT, ACCOUNTABILITY AND RESEARCH
REPORTS TO: Associate Superintendent, Teaching and Learning
SUPERVISES: Director, Assessment and Accountability Director, Strategic Planning and Policy Senior Coordinator, Evaluation Research Specialist Support Staff
QUALIFICATIONS: Master's degree in Educational Administration, Educational Measurement, and Research, or a related field, , plus five (5) years of progressively responsible related experience to include three (3) years of experience in administration and educational planning, research or evaluation.
PREFERRED: Doctorate degree in Educational Measurement, Research, Evaluation, or a related field.
MAJOR FUNCTION
Administrative position responsible for the planning, coordination and overall implementation of research, evaluation, testing, accountability, planning and policy services, projects and activities in the district with emphasis on improved decision making and accountability, particularly in regard to: <ul style="list-style-type: none">➤ District goals, objectives and priorities, including the Superintendent's goals and priorities as stated in the 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
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Supervises a staff of professionals in evaluation, research, testing, accountability and planning• Provides consultative and technical support and services to schools, departments and programs on educational improvement, planning and evaluation tools and activities• Coordinates with grant administrator regarding the grant evaluation activities• Makes decisions related to evaluation procedures, project management, including the evaluation plan, evaluation design, and interpretation of results effecting a program's continuation and/or expansion• Responds to special requests for unscheduled research projects, develops necessary procedures for implementation• Reviews and coordinates research requests from individuals, groups and/or outside agencies• Provides consultative services and technical support on evaluations conducted by outside evaluators and those required by the Florida Department of Education or other regulatory agencies• Monitors and maintains the district's ongoing five (5) year schedule of evaluations• Manages and develops evaluation designs• Oversees and manages the selection and contract with the external evaluation consultants and acts as the liaison for the district with this group• Oversees the evaluation activities of the Title I project• Serves on the superintendent cabinet• Coordinates evaluations of the Superintendent, School Board Attorney, and other individuals, groups or programs as assigned

EXECUTIVE DIRECTOR, ASSESSMENT, ACCOUNTABILITY AND RESEARCH

ESSENTIAL RESPONSIBILITIES (Continued)

- Provides consultative services and evaluative technical support for purchasing selection of instructional/supplemental material
- Responsible for department budget, inventory, personnel and all administrative duties
- Allocates personnel and resources to appropriate projects
- Implements processes to provide control over a large number of diverse and complex evaluations
- Coordinates and directs related activities
- Plans with and assists local government agencies on joint evaluations.
- Presents final evaluation reports to the School Board
- Directs committees and meetings with teachers, parents and staff for data collection purposes, and chairs evaluation review committees with other community representatives
- Meets with other administrative staff to form the structure of a particular evaluation process; may necessitate the gathering of background information of a confidential nature from the Superintendent and his administrative team; and review interpretative results of evaluation reports
- Responsible for budget items related to Doctoral Intern salaries and evaluation consultant fees
- Performs other related duties as required

TERMS OF EMPLOYEMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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

HISTORY OF JOB CLASSIFICATION

ISSUED: MW 8/88; BOARD APPROVED: 9/28/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (D&R, PAY LEVEL): 1/99 PBL, BOARD APPROVED: 1/26/99; REVISED FORMAT, TITLE, PAY GRADE, MQ'S, MF, ER, ADA 5/12 LM; BOARD APPROVED: 6/12/12

EXECUTIVE DIRECTOR, ASSESSMENT, ACCOUNTABILITY AND RESEARCH

WORKING CONDITIONS & PHYSICAL EFFORT:	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 computer to enter and transform words or data					X
21. Using various technology tools					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				

Executive Director, Assessment, Accountability and Research -- ADM