GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR OF DATA AND EVALUATION

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of technical and administrative tasks in directing the testing data collection, management, analysis, and program evaluation. Employee provides departmental leadership, and is responsible for managing large data gathering and processing projects, preparing state mandated testing data accurately and in a timely manner, analyzing the testing data, and then linking the results to curriculum, instruction and assessment. Employee coordinates and serves schools testing data collection and management for the school system. Employee supervises subordinate evaluation specialist, data analyst, and grant writer. Employee performs program evaluation, as well as special projects at the request of Chief Accountability and Research Officer. This director reports to the Chief Accountability and Research Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Designs testing data-collection strategies; collects and/or assembles data; identify an appropriate way to guarantee the accuracy of the data; finish data verification procedure; complete internal AYP and ABCs evaluation in a timely manner so the Data and Evaluation department and schools can have enough time working together to correct any errors if it exist and verify the results before state deadline. Also, identifies and applies appropriate statistical analysis, produces graphical, tabular and narrative summaries of data and statistical analysis results; writes testing reports and executive summaries.

Provides professional consulting services for school system staff and administration. Also, provides advice and technical assistance to schools in testing data collection and data analysis; provides guidance on appropriate psychometric practices and methods of displaying data; provides technical support and goal summary report to schools on time to interpret the test results; links results to curriculum, instruction and assessment.

Coordinates the State ABC’s and AYP Program for the District; serves as liaison between school leadership teams, school administration, SAS, Board of Education, and State Department of Public Instruction; interprets legislation, policies and guidelines governing the program; prepares required reports for the County.

Coordinates program evaluation services for school system; provides leadership in designing, conducting, interpreting and reporting the district's program evaluation; designs surveys and other data collection instruments; brokers evaluation services between schools and external evaluators.

Prepares and conducts presentations for various groups; attends relevant public hearings; responds to administration requests for information.
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Supervises the maintenance of records, reports, inventories and documentation of costs in order to assist in budget preparation and to ensure the fiscal responsibility of the organization.

Collaborates with colleagues in the Testing Administration Department to conduct various projects and produce reports; serves on system-wide committees and teams as needed.

Drafts letters and memoranda for the Chief Accountability and Research Officer; composes own correspondence to schools, administrators and other groups; assists with employee evaluations.

Reads professional journals and research papers; attends seminars, conferences and workshops to continuously update professional knowledge.

ADDITIONAL JOB FUNCTIONS

Performs special projects as assigned by the Chief Accountability and Research Officer or the Superintendent.

Represents Chief Accountability and Research Officer at meetings as requested.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Doctorate in Assessment, Measurement, Evaluation and Educational Research, or a related field, and 5 to 7 years of experience in data management, assessment, and implementation with large scale statistical analysis experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, scanners, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, manuals, legislation, graphs, charts, etc. Requires the ability to prepare correspondence, reports, forms, charts, graphs, statistical analysis, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including psychometric, statistical and educational research terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.
KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of educational research methodology, including research design, data management and analysis, and program evaluation.

Thorough knowledge of program guidelines and professional standards.

Considerable knowledge of the current legislature, literature, trends, methods and developments in the area of test result evaluation.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge and skill in data base programs, such as Microsoft Access and Excel, and SPSS and/or SAS statistical analysis programs.

Considerable skill in evaluating standardized test results and other data.

Considerable knowledge of the North Carolina Standard Course of Study.

General knowledge of the principles of organization and administration.

Skill in designing data collection instruments such as surveys.

Skill in developing research designs, data storage strategies, program evaluation techniques and data analysis methods.

Skill in training and supporting school administration and staff.

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.
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DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.