

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: Director, Educational Accountability

Reports to: Assistant Superintendent, Educational Accountability/Community Development

Supervises: Senior Research Analyst; Research Specialist

Job Goal: Manage design, development and implementation of District-wide programs in institutional research, student assessment and program evaluation.

Performance Responsibilities:

1. Analyze information from District's databases and provide on-demand reports to Superintendent and Board, Cabinet, other program managers, and school site administrators as needed.
2. Provide technical support for enhancement and maintenance of District databases to increase District capacity for long-range planning and program evaluation.
3. Develop and implement plans for internal monitoring of District programs to desegregate school sites and instructional programs and to ensure equity in education services provided to all students and their families.
4. Develop and maintain School Profiles for administrators and teachers at individual school sites to support site-level interpretation of the effectiveness of their programs and practices, the establishment of goals and objectives for site-level improvements.
5. Plan, develop, implement and expand programs for assessing the academic progress of students at school sites and for monitoring participation of all students in school coursework and activities.
6. Provide technical assistance directly to school sites in collection and interpretation of data about their own practices, in assessment of academic skills and interpretation of test scores and other data from District and State programs that reflect on effectiveness of school sites.
7. Maintain and publish School Accountability Report Cards as required by State legislation.
8. Develop new models for evaluation as required by ongoing programs created through State and Federal legislation and regulations tied to funds for the District and for individual school sites.
9. Provide information and analysis needed to satisfy needs for program evaluation that are tied to existing legislation and to State or Federal funds.
10. Provide day-to-day management and budget control over testing programs and activities developed or adopted by the District, for mandated state and federal testing programs that are administered by District staff, and for other programs that the District supports.
11. Supervise activities of personnel assigned to the Educational Accountability department.
12. Provide analytical reports as needed for evaluation of the District's programs as assigned by the Assistant Superintendent.
13. Participate in writing proposals for funding by agencies of the State and Federal government and independent foundations.
14. Develop information products about District programs for presentations to public

Performance Responsibilities (continued)

- audiences and professional groups and provide information to news media and to other audiences as assigned by the Assistant Superintendent.
15. Perform other duties as assigned by the Assistant Superintendent.

Qualifications:

1. Master's Degree in Educational Evaluation or equivalent area (Doctorate preferred).
2. Demonstrated leadership skills and organizational skills.
3. Ability to relate well to all members of the educational community.
4. Physical and emotional stamina.
5. Two years experience in monitoring accountability and compliance with plans for voluntary or court-ordered desegregation.
6. Extensive experience with computer software for developing and processing research-quality data files.
7. Extensive background in development and evaluation of instructional programs.
8. Excellent skills for writing and oral presentation and for graphical presentation of data.
9. Extensive background in student assessment, including authentic performance-based assessment.

Terms of Employment:

Salary Placement: Appropriate level and step of Administrative Salary Schedule
Work Year: 226 days

Evaluation:

Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.