

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Executive Director, Research, Evaluation and Assessment	<b>REPORTS TO:</b>	Associate Superintendent School Support Services
<b>DEPARTMENT:</b>	Research, Evaluation and Assessment	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-29/Management Salary Schedule

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**BASIC FUNCTION:**

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; plan, organize, control and direct the research, evaluation, and assessment services of the District; provide accurate and timely information regarding state mandated and district testing programs to school-site leaders and instructional staff; provide process and product evaluation information to support decisions related to the improvement of baseline and categorical instructional programs to eliminate the achievement gap at school sites; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, control and direct the research, evaluation, and assessment services of the District to ensure accuracy of information for critical decision making which impacts the students, staff and sites. *E*

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students. *E*

Provide accurate and timely information regarding state mandated and district testing programs to school-site leaders and instructional staff in preparing students to stay on target to graduate. *E*

Provide process and product evaluation information to support decisions related to the improvement of baseline and categorical instructional programs. *E*

Supervise, train and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Collaborate with Technology Services to develop effective student information systems to track, monitor, and assess student achievement data to ensure accuracy of information and support decisions in improving learning and teaching in classrooms to eliminate the achievement gap. *E*

Collaborate with Administrator of Curriculum and Professional Development, Assistant Superintendents, and School Site Leaders in providing training to instructional staff in the effective use of student achievement data. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplish stated goals. *E*

Develop and implement system-wide assessment programs, coordinate administration, scoring, and outcome reporting of the programs including state testing mandates, exit exams, and standard-based assessment in a timely manner to provide results and feedback to the site leaders and instructional staff. *E*

Direct the development and implementation of evaluation plans which include appropriate process and product evaluation design, evaluation instruments, data collection techniques, and time lines. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; assume responsibility for timely production, technical quality and accuracy, completeness, and general quality of all reports and documents produced within the department to ensure the credibility and integrity of the District. *E*

Make presentations to the Board of Education, Cabinet, site personnel, and community groups. *E*

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Develop the annual budget for the department; analyze and review budgetary and financial data for data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Attend or chair a variety of meetings; represent the District in collaborative/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's Degree or the equivalent in course work or experience with emphasis in research, evaluation, measurement, and statistics and at least five years of experience in educational research, evaluation and testing with at least one year in a supervisory capacity; Doctoral degree in an appropriate field is preferred; minimum of 12 semester units in tests and measurement, statistics and research methods, no fewer than six units of which must be in statistics.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of the research, evaluation and assessment of the District.
- All areas of educational research and evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.
- Goals, objectives and related aspects of research, evaluation and assessment.
- Laws relating to testing, assessment, evaluation, desegregation, and instruction.
- Budget preparation and control.
- Principles and practices of management.
- Applicable codes, regulations, policies, and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Labor Relations law and employee contracts.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, objectives and goals.

**ABILITY TO:**

- Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Maintain current knowledge of trends in the assigned field.

Provide data and interpretation to support decisions related to the improvement of instructional programs.

Communicate, understand and follow both oral and written directions.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain productive working relationships with a diverse range of people.  
Analyze situations accurately and adopt an effective course of action.  
Plan, prioritize and organize work to meet schedules and time lines.  
Work independently with little direction.  
Use statistical software for measurement, testing, and evaluation.  
Prepare comprehensive narrative and statistical reports.  
Provide leadership, supervise, train and evaluate the performance of assigned staff.  
Learn new or updated computer systems and/or software programs to apply to current work.  
Demonstrate loyalty and high ethical standards.  
Focus and appropriately allocate resources toward identified goals.  
Manage change and design an effective system of reporting progress and monitoring results.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, hearing and speaking information and make presentations; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*