

EXECUTIVE DIRECTOR, OFFICE OF DATA AND ACCOUNTABILITY

DEFINITION

Directs the Office of Data and Accountability.

TYPICAL DUTIES

Directs and manages the offices of Testing, School Information, Student Information, and Student Records.
Supports the District's accountability system.
Oversees all District, State, and federal mandated testing programs including the District's periodic assessments.
Manages the development of tools designed to measure compliance with the District's improvement objectives.
Supports the Superintendent and staff improvement objectives.
Communicates to staff and the public the District's internal accountability and evaluation system.
Provides executive leadership in the reporting and publication of key performance indicators for the District.
Oversees the publication of official school and student level data.
Supports the design and implementation of the District accountability systems to improve effectiveness of instruction and efficiency of support services and operations.
Oversees data collection and analyzes, interprets, and synthesizes data into information that help guide policy and decision-making.
Serves on various committees directly related to the goals, objectives, and responsibilities of the Office, or as determined by the Superintendent of Schools.
Oversees the approval process for research in the District.
Oversees protocols for release of student data to ensure data privacy.
Performs related duties as assigned.

SUPERVISION

Administrative direction is received from the Superintendent of Schools or designee. Supervision is exercised over technical, professional, and clerical staff.

CLASSQUALIFICATIONS

Knowledge of:

Effective research-based strategies, theories, techniques, and methods of instruction
Public Administration
Modern management theory
Budget development and implementation
Education Code, Board Rules and District policies and procedures
Emerging technologies in the area of assessment/accountability
Techniques and strategies for managing a large and diverse organization
Collective bargaining agreements in the District
Basic concepts and applications of electronic data processing
Principles of training, employee evaluation, employee relations, and progressive discipline
Principles of public relations

Data management and analytics

Ability to:

- Analyze problems, make decisions, and be responsible for those decisions
- Manage large system implementation projects in a cross-functional environment
- Develop and implement objectives, policies, procedures, work standards and internal controls
- Determine strategies to achieve goals
- Conduct group presentations and facilitation
- Communicate effectively, both orally and in writing with staff and the community in a multiethnic educational environment
- Exercise judgment and creativity in making decisions
- Speak effectively before a variety of groups
- Interpret and explain data and statistics to schools and the general public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in Educational Administration, Education Policy, Business Administration, Political Science, Public Administration, or a related field. An advanced degree is preferred.

Experience:

Five years of management-level experience in school management, data management, education statistics, research, or assessment.

SPECIAL NOTES

1. Senior Management classification.
2. Management class, exempt from bargaining units.
3. An employee of this class is subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
04-17-17
PJO