

PCSB: 0141
Pay Grade: C11

FLSA: Exempt
Administrative

EXECUTIVE DIRECTOR, ASSESSMENT, ACCOUNTABILITY AND RESEARCH
<p>REPORTS TO: Chief Strategy and Impact Officer</p>
<p>SUPERVISES: Director, Assessment and Accountability Executive Manager, Research Support Staff</p>
<p>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.</p> <p>PREFERRED: Doctorate degree in Educational Measurement, Research, Evaluation or a related field.</p>
MAJOR FUNCTION
<p>The Executive Director, Assessment, Accountability and Research is a critical member of the Strategy and Impact leadership team and is responsible for leading the work for school-based and district-level assessment, accountability and research for Pinellas County Schools. In alignment with the District Strategic Plan, the Executive Director leads the work of student and program research, performance measurement and reporting practices for all parts of the district to support timely and reliable collection and monitoring of district, departmental and school-based administrative and instructional programs by employing modernized, data-driven decision-making management practices.</p> <p>In collaboration with the Strategy and Impact leadership team, the Executive Director oversees the preparation of data for district action and innovative continuous improvement which support a culture of rigorous learning with increased outcomes for all students.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Models the importance of, and ensures systemic processes for, the highest level of accuracy and integrity for all data collected and reported. • Supervises and provides developmental support and evaluation for a staff of professionals in evaluation, research, assessment and accountability. • Builds positive relationships and coalitions. Maintains visibility and works collaboratively with internal and external stakeholders at all levels. • Provides consultative and technical support and services to schools, departments and programs on educational improvement, planning and evaluation tools and activities. • Provides analytical approach to information management including the ability to review, understand and interpret student achievement and other kinds of data for various audiences. • Develops, implements and revises data management systems for a variety of purposes and evaluates the effectiveness of different technology-based platforms and system solutions to meet district needs. • Manages and oversees data dashboards, progress reports and other databases and documents that provide user-friendly, quality and actionable information for various internal and external stakeholders.

EXECUTIVE DIRECTOR, ASSESSMENT, ACCOUNTABILITY AND RESEARCH

ESSENTIAL RESPONSIBILITIES (Continued)

- Monitors the progress of school performance, student achievement objectives and academic excellence indicators to assure alignment of improvement strategies for teachers, principals and other staff.
- Directs and maintains the research and evaluation processes for federal, state, local and school district accountability initiatives in collaboration with colleagues, in alignment with the District Strategic Plan.
- Reviews and coordinates research and evaluation requests from individuals, groups and/or outside agencies.
- Oversees and manages the selection of and contracting with the external evaluation consultants.
- Provides consultative services and evaluative technical support for academic programs and purchasing selection of instructional/supplemental materials.
- Directs various committees, meetings and stakeholder feedback sessions with teachers, parents and staff for data collection purposes, and chairs evaluation review committees with other community representatives, as assigned.
- Presents district evaluations, data and progress to the school board and internal and external stakeholders.
- Coordinates the performance evaluations of the superintendent, school board attorney and other individuals, groups or programs, as assigned
- Responsible for department budget, inventory, personnel and all administrative duties.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and professional standards.
- Performs other related duties as required.

TERMS OF EMPLOYMENT

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; REVISED REPORTS TO, SUPERVISES, MF, ER 05/10/21 LM; BOARD APPROVED: 06/08/21

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