

MT. DIABLO UNIFIED SCHOOL DISTRICT

COORDINATOR of ASSESSMENT, RESEARCH AND EVALUATION

Primary Function

Under the direction of the Director, Assessment, Research and Evaluation conducts research and evaluation activities on behalf of the school district. Responsible for the development, planning and coordination of the district's assessment, research and evaluation programs. Gathers, analyzes, monitors, disseminates administrative research as needed by the Board of Education, administration, schools and departments.

Directly Responsible To

Director, Assessment, Research and Evaluation

Supervision

Supervises and evaluates assigned classified staff.

Major Responsibilities

1. Works directly with the district Director, Assessment, Research and Evaluation.
2. Responsible for the development, evaluation and implementation of assessment instruments/programs.
3. Designs and implements large and small scale research and evaluation studies using qualitative and quantitative methodologies.
4. Monitors and interprets Federal and State legislation relating to the district.
5. Prepares, monitors, interprets, and/or reviews federal, state and district/school reports.
6. Presents and interprets findings to a variety of groups including school staffs, parents, district administrators, and the Board of Education.
7. Designs and implements all aspects of the study design, instruments, data collection and database entry process.
8. Maintains knowledge of national, state, and local educational data sources including on-line computer information services and conducts information retrievals.
9. Serves as district representative to state and federal units, public and private evaluation and research agencies, test publishers and educational research organizations on research and evaluation matters.
10. Oversees the general data processing for research and evaluation projects.
11. Uses a variety of microcomputer-based software programs to perform various research-oriented tasks.
12. Maintains department microcomputer databases.
13. Attends and facilitates job related meetings and activities specified by the Superintendent or designee.
14. Evaluates the performance of subordinate staff.
15. Performs additional duties as assigned by the Superintendent or designee.
16. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent or designee.

Qualifications

Knowledge and Skills

1. Knowledge of descriptive statistics and their applications in a school district; hypothesis-testing methods.
2. Knowledge of testing (especially performance assessments), research and evaluation methodologies; collecting, processing, analyzing and reporting data in a large school district.
3. Knowledge of computer software for information processing.
4. Skill in using computerized databases.
5. Ability to speak and write effectively.
6. Ability to design and implement procedures.
7. Ability to work effectively with all segments of the educational community and the general public.
8. Ability to assemble and analyze data, and make appropriate recommendations for action.
9. Skill in logical thinking and the ability to explain difficult material simply.
10. Ability to design and implement procedures.
11. Knowledge of school district operations and procedures.
12. Ability to plan, organize, coordinate and direct a variety of complex operations of a large school district.
13. Ability to exercise sound judgment and tact.

Education, Training, and Experience

1. Completion of a Bachelor's degree from an accredited college or university in education or the behavioral sciences with extensive course work in research and evaluation methodology, statistics, testing and measurement.
2. Experience in educational testing, computerized data collection/management, or data analysis.
3. Experience in a large public school system in the area of research and evaluation.
4. Progressively responsible management experience.
5. Master's degree with course work in research and evaluation methodology desired.

Working Conditions

Office environment and driving a vehicle to conduct work. Though accommodations may be required, must possess the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing and operating computer keyboard.

Management Range 10

261 days