SCOPE OF RESPONSIBILITIES

Purpose Statement:
The purpose of the position of the Director of Educational Research and Assessment is to plan, direct, manage, and oversee the activities and operations of the department of Educational Research and Assessment, including developing, piloting, and organizing the operation of methods to achieve successful delivery of content for nine areas; to support, enrich, and help to implement educational programs through effective use of research and assessment and other learning resources; to coordinate assigned activities with other district divisions, Curriculum and Instruction (C & I) departments, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Executive Directors and Associate Superintendent of C & I.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Important and essential functions include, but are not limited to, the following:

- Manages the development and implementation of the department of Educational Research and Assessment goals, objectives, priorities, and practice for each assigned service area, including research, assessment, and information literacy in consultation with the Executive Directors and Associate Superintendent of C & I using appropriate services, staffing levels, and allocated resources accordingly.

- Initiates and facilitates stakeholder discussion around ideas, information, and learning resources in all nine content areas (Career and Vocational Education, Fine and Performing Arts, Foreign Languages, Health, Language Arts, Math, Physical Education, Science, and Social Studies) for the purpose of guiding the development and deployment of the district assessment system.

- Assists with standards-based learning while determining, reviewing, and acquiring research and assessment systems to support all nine contents areas.

- Collaborates directly with the department of Teaching and Learning to support the successful delivery of a guaranteed and viable curriculum for grades K-12. Delivery will include assisting with learning tool selection and piloting and organizing the operation of those tools and resources in the entire district.
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES continued

- Collaborates directly with the HR Development office to provide professional and staff development for a successful assessment system.

- Assumes management responsibility for the department of Educational Research and Assessment activities to assist with planning for, choosing, and implementing the use of assessment systems needed for successful delivery of the guaranteed and viable curriculum for grades K-12. Learning resources refer to any material, electronic or print, (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching and learning purposes.

- Conceptualizes and develops system components for 21st Century Learning that are research-based and best-practice. Continues to develop best-practice application and use of appropriate software. Strategies should address innovations in both the real and virtual environments.

- Develops assessment services that are closely integrated using technology and information focused on teaching, learning, and research processes. Integrates assessment systems with other systems, providing services closely linked to teaching, learning, and research.

- Using knowledge of 21st Century Skills, advocates bringing 21st Century Skills to every child in Natrona County by serving as a catalyst for change in teaching, learning, and assessment. Advocates for 21st Century Learning that reflects the rigor demanded by the larger community and is relevant to the needs of students.

- Through the use of data, continuously monitors and evaluates the efficiency and effectiveness of educational technology and other learning resources, identifies opportunities for improvement, and facilitates the implementation of changes for the purpose of school and district improvement.

- Represents the department of Educational Research and Assessment to other district divisions (including HR Development), other C & I departments, schools, elected officials, and outside agencies; explains and interprets educational technology purposes, roles, and activities, and assists Executive Directors and Associate Superintendent of C & I with addressing significant and controversial issues.

- Selects, trains, motivates, and evaluates Educational Research and Assessment department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

- Plans, directs, and coordinates the Educational Research and Assessment department’s work plan; meet with staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.

- Collaborates with the Information Technology department to align information technology services and activities including communication systems, voice, video, data, and computer operations with the learning resources necessary for the delivery of the K-12 guaranteed and viable curriculum.
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES continued

- Facilitate, in cooperation with the Associate Superintendent of C & I, the development and implementation of increasingly reliable and valid standards-based reporting on student performance:
  
  a. Assuring proper alignment,
  b. Promoting consistency and comparability (i.e. implementing procedures to monitor and improve scorer agreement, when appropriate),
  c. Implementing procedures to promote fairness
  d. Assuring, promoting, and educating staff in ethical testing practices.

- Work with the Information Technology department on the development and management of relevant databases including pilots of district grade book and database warehouse, including the implementation of Board Policy 6500, the development of a Longitudinal Data System, and ensuring data quality.

- Facilitate, in cooperation with the Executive Directors of C & I, the ongoing development and implementation of reports to guide data-informed school improvement and to meet the district/school accreditation requirements.

- Prepare reports from District to Wyoming Department of Education that require assessment data such as uniform report data and other reports as appropriate and in cooperation with the Executive Directors of C & I.

Other functions:

- Perform other related duties as assigned by the Executive Directors and Associate Superintendent of C & I for the purpose of ensuring the efficient and effective functioning of the work unit.

MINIMUM QUALIFICATIONS

- Training and experience in assessment measurement
- Knowledge in standards-based instruction and assessment
- Demonstrated skills in educating and communicating with adult professionals
- Experience in using spreadsheet and integrated and relational database applications and interest in acquiring proficiency with other data management applications

Skills:

- Skills are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.
MINIMUM QUALIFICATIONS continued

**Knowledge:**

- Knowledge of operational characteristics, services, and activities of a comprehensive educational assessment department; organization and management practices as applied to the analysis and evaluation of assessment resources, policies, and operational needs; modern and complex principles and practices of technology resources development and implementation; current trends, research, and developments, and innovations in the areas of student learning, educational resources, and instruction delivery; principles and practices of utilizing educational technology and assessment for instruction teaching strategies; basic principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; principles, strategies, and practices of working in a collaborative environment; and understanding of complex policies and regulations is required.

- Specific knowledge required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; exercise physiology; organizational behavior and behavioral changes; and ergonomics.

**Ability to:**

- Ability is required to provide administrative and professional leadership for the department of Educational Research and Assessment; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient content and delivery programs, services, and activities; plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; work cooperatively and collaborate with other district departments and divisions; identify and respond to issues, concerns, and needs; analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new technology and assessment learning resource and delivery methods, procedures, and techniques; prepare and administer complex budgets, and allocate limited resources in a cost-effective manner; prepare clear and concise administrative and educational reports; and communicate clearly and concisely, both orally and in writing.

**Responsibility:**

- Responsibilities include: working under guidelines to achieve the department of Educational Research and Assessment objectives; leading, guiding, and/or managing others; directing the use of budgeted funds within the department; and collaborating with others to problem solve and to deliver services.

- Utilization of resources from other work units is often required to perform the job’s functions within the C & I Division.
PREFERRED QUALIFICATIONS

- Experience in facilitating professional group decisions and projects
- Knowledge of district curriculum and academic programs
- Extensive experience with windows-based Microsoft Office and FileMaker Pro applications
- Experience using information gained from assessment to change classroom practices
- Experience in developing and conducting staff development

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication, that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors.

Ability to read, analyze and interpret the most complex documents. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical proportions to practical situations.

Ability to apply advances mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

Ability to comprehend and apply principles of advanced calculus, modern algebra and advances statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations and proofs of theorems.

SUPERVISORY RESPONSIBILITIES

- Exercises direct supervision over management, supervisory, professional, technical and clerical staff.
EDUCATION and/or EXPERIENCE

- Master’s Degree in Curriculum and Instruction, or Education Administration, or in an area related to Teaching and Learning
- Experience and formal training in supervision
- Five years of responsible teaching experience, preferably at elementary, secondary, and/or adult-learning levels is preferred

CERTIFICATE, LICENSES, AND CLEARANCES

- Possession of appropriate Wyoming certification credentials, including Wyoming administrative certification is preferred
- Criminal Justice Fingerprint/Background clearance
- Valid driver’s license with evidence of insurability

WORK ENVIRONMENT

- The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.
- Generally the job requires 50% sitting, 45% walking, and 5% standing.
- This job is performed in a generally clean and healthy environment.

APPLICANT ELIGIBILITY

This position is the result of division reorganization and is open to district employees within the Curriculum and Instructional Services Division only.

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): __________________________________________

Employee Signature: ______________________ Date: ______________________

Director of Educational Research and Assessment