



ASSISTANT SUPERINTENDENT, RESEARCH, EVALUATION AND ASSESSMENT

GENERAL RESPONSIBILITIES

The position is responsible for administration of the testing program, supervision of the division's technology initiative, and direction of strategic planning, program assessment and research.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receive/review requests for program assessments.
- Assist with developing evaluation designs.
- Monitor program assessments.
- Review and critique all program assessment reports.
- Supervise all external requests to conduct research.
- Supervise the collection and analysis of data for the school system including:
 - School report cards for all schools; School Profiles for each school, Facts and Figures for the overall system; Dropout Report; Attendance Reports; Staff, student, parent surveys in all schools.
- Supervise the development of research briefs on topical issues.
- Supervise the staff implementing the school system's technology initiative.
- Administer the state-testing program.
- Supervise and assess staff.
- Oversee accreditation of schools.
- Oversee the division's strategic plan.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to withstand reasonable amounts of pressure by employees, employee groups or citizen groups and should withstand efforts to change the disposition of the attendant study or studies.

EDUCATION AND EXPERIENCE

Master's Degree. Certificate of Advanced Studies (CAS) with an emphasis or exposure to training in tests and measurements and basic statistics; familiarity with the district tests and their respective profiles would be helpful. Ten years of experience, preferably classroom instruction. Supervisory and central office experience would be helpful.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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