



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Director of Research, Evaluation & Assessment

F.L.S.A.: Exempt Professional

REPORTS TO: Assistant Superintendent for Academic Services

QUALIFICATIONS:

- A minimum of three years of experience in educational research, evaluation, or statistics with administrative experience and certification preferred.
- Strong written and oral communication skills.
- Strong data analysis skills.
- Strong analytic and evaluation skills.
- Working knowledge of data programs, including SPSS and EXCEL.
- Ability to collaborate effectively with others.

ESSENTIAL JOB FUNCTIONS:

1. Oversees the development and implementation of high quality local assessments to meet state requirements and track student progress on state standards.
2. Develops and administers the district's assessment program.
3. Develops and implements program evaluations for all District programs.
4. Assists teachers and administrators in interpreting assessment and evaluation information in making programmatic and instructional decisions.

5. Collaborates with other District personnel in developing and implementing quality educational programs and evaluations.
6. Provides technical assistance in research, analysis, and assessment design to District personnel.
7. Manages and supports technology-based assessment systems.
8. Approves and monitors applications to conduct research.

OTHER JOB FUNCTIONS:

1. Conducts institutional research projects as required by the Superintendent and the Board of Education.
2. Maintains District assessment website.
3. Provides professional development to administrators and teachers in the area of data use and assessment.
4. Maintains current knowledge on state and federal requirements in the areas of assessment and school improvement.
5. Serves on committees as directed.