

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

DIRECTOR OF RESEARCH, PLANNING AND EVALUATION

QUALIFICATIONS:

- Principal Certificate (Standard) required or School Administrator Certificate required
- Minimum of six years of successful teaching experience required
- Minimum of six years of relevant work experience with progressive data required
- Experience with Budget preparation and development preferred
- Successful professional experience and/or advanced research required involving the collection and analysis of statistical information related to student performance and/or other topics related to academic success
- Successful experience with professional development leadership and instructional pedagogy
- Successful experience with the use of data to inform instruction and professional development
- Demonstrated skill(s) in test administration, survey development and implementation, current methods of statistical data collection and analysis (including commercial software used in such processes), and the development to conclusions and recommendations based on data
- Demonstrated proficiency and successful experience using Microsoft Word, Excel, Access, Power Point and district student management system
- Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills
- Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies
- Abilities to analyze a situation accurately, and adopt and implement an effective course of action
- Experience with the preparation of Federal Grants, State compliance, and reporting required
- Ability to analyze information, summarize findings and present them in ways easily understandable to decision-makers
- Demonstrated ability in designing and manipulating data using a computer database.
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO:

Assistant Superintendent

JOB GOALS:

The Director of Research, Planning and Evaluation is responsible for the leadership and administration of District-wide functions involving education research, analysis, and reporting. The Director has the responsibility for data mining, analysis of complex research data, maintenance of databases, and the design and implementation of quantitative and qualitative research, along with Federal grant development.

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements curricular and instructional programs.
2. Works with principals and subject matter specialist in developing the general philosophy and goals of the total school curriculum.
3. Maintains on-going evaluation of the effectiveness of the curriculum and instructional programs and develops strategies for improving students' achievement.

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4. Develops a district-wide program for screening, standardized testing, testing preparation activities, assessment and evaluation and coordinates all building-based testing programs, including a calendar of testing activities.
5. Manages district grant programs; prepares and submits district, state and federal reports pertaining to grants.
6. Assists in achieving efficient and effective operations by functioning as a team member with the Superintendent/Assistant Superintendent, Central Office Directors, Principals, and other members of the Administrative Team.
7. Provides professional development for the staff and for District and school leadership staff planning, evaluation processes, the interpretation of data, and data-based decision making.
8. Uses relational database functions and features to extract program evaluation-related data from source documents, including public datasets, and sorts/reduces/translates that data into acceptable formats for evaluation and instructional purposes.
9. Applies appropriate quantitative and qualitative research design and statistical techniques to collect, prepare, and maintain data in the preparation of periodic reports related to enrollment, assessment, evaluation, curriculum, and student outcomes.
10. Assist with budget planning, in order to promote the most cost-effective use of district resources.
11. Performs other duties as requested by the Assistant Superintendent/ Superintendent.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date