



Sequoia Union High School District

Job Description

JOB TITLE:	Director, Program Evaluation and Research
ADMINISTRATIVE RELATIONSHIP:	The Director, Program Evaluation and Research is directly responsible to the Assistant Superintendent of Educational Services
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.S. (B.A.) and valid California Administration or Supervision Credential. Experience in statistics, testing and statistical surveys.
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	220 days
LOCATION:	Various
BOARD APPROVAL:	May 15, 2000

BRIEF DESCRIPTION OF POSITION

The Director, Program Evaluation and Research is responsible for the daily administration of program planning, research, and evaluation.

DUTIES AND RESPONSIBILITIES

1. Give general direction for the conduct of activities necessary to appraise and evaluate, on a continuing and systematic basis, the effectiveness of the educational program and all of its elements; compile and analyze data, reach conclusions, publish report (i.e., SARC; Performance Proficiency and graduate follow-up study) and make recommendations to improve the educational programs of the district.
2. Train school site data teams in the use of statistical techniques and information. Provide guidance on the design and conduct of research projects. Act in an advisory and consultative capacity to site and district personnel, with regard to research and evaluation
3. Develop and maintain systems for providing information to parents related to student achievement and school and district accountability.
4. Maintain the district's testing programs (i.e., STAR, GSE, and other assessments); provide reports and in-service training on these interpretations, and make recommendations for changes, as needed, in the testing program.
5. Administer the development of statistical, processing, recordkeeping, and reporting procedures for research and evaluation studies; give general directions for developing the necessary instruments and procedures for gathering data, including student attendance data; and provide statistical procedures necessary for developing the electronic data processing techniques required to produce outputs needed for the studies.

6. Develop and maintain systems for completing annual reports including CBEDS, Class-size Reduction, and Use of Facilities. Prepare reports with recommendations in these areas for the guidance of the Superintendent's staff.
7. Assist in the review of requests for research by evaluating their feasibility and making recommendations concerning assignment of the appropriate staff member; assist in determining a consensus regarding goals and procedures; and, review and recommend approval of final research reports.
8. Provide, analyze and interpret data for the development and maintenance of short- and long-range plans district-wide.
9. Plan, design, and conduct research studies related to the evaluation of various aspects of new, experimental or established administrative programs of the district; prepare regular and/or periodic evaluation reports, including specially requested reports of immediate or continuing interest.
10. Conduct research activities and publish materials necessary to identify and evaluate new programs, techniques, practices, systems, and approaches that may be of value in management analysis.
11. Coordinate and determine distribution of requests for information from persons outside the district; work cooperatively with local and state agencies and private business firms in the gathering and presentation of data needed for research and reports; and attend various meetings and specified committee.
12. Review and approve or disapprove requests to conduct research in the schools and office of the district, which come from outside persons or agencies.
13. Conduct research requested by the Superintendent and members of the Superintendent's staff.
14. Other duties as assigned.

