



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title:	<b>Director of Research and Evaluation</b>	FLSA Status:	<b>Exempt</b>
Job Family:	<b>Certified Administrative</b>	Pay Range:	<b>J</b>
Prepared/Revised Date:	<b>August 1, 2020</b>	Job Code:	<b>10420</b>
		Days:	<b>260</b>

**SUMMARY:** The Director of Research and Evaluation is an administrative analyst who provides leadership regarding multiple high-profile initiatives; communicates professionally with a broad range of stakeholders; develops and implements system-wide data-analytic solutions; and, collaborates effectively as part of an administrative team to improve student opportunities and outcomes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Manage district relationships, expectations, and deliverables associated with research interns, external evaluation contractors, and university research partnerships. Direct the PSD institutional review board (IRB) process and serve as the district research liaison for all university affiliated researchers and other external organizations.
2. Lead the PSD Institutional Survey Committee. Develop and manage district-wide survey research efforts. Produce policy-informing reports and provide formal presentations of results to broad audiences of stakeholders.
3. Serve on the PSD Educator Effectiveness Leadership Team; contribute to strategic decisions regarding principal and teacher evaluation processes; and develop/implement a Growth Rating System based on hierarchical linear models (HLM) and Student Learning Objectives (SLO).
4. Support strategic planning, which is largely driven by evidence-based target setting and performance metrics, through development of annual Monitor Reports.
5. Provide statistical consulting for all departments within PSD, including development of grant evaluation plans and studies of what works in PreK-12.
6. Support school and district improvement efforts by providing training and guidance on legislated accountability processes.
7. Ensure Poudre School District's local values and technical insights are represented in statewide and national conversations by serving as a member of statewide and/or national boards/panels/advisory groups.
8. Attend work and arrive in a timely manner.
9. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Doctorate degree in Statistics or Research Methods.
- Minimum of five years' experience as an Administrative Analyst with progressive data management, research, and organizational leadership responsibilities required.
- Five years or more documented K-12 teaching or administrator experience required.
- Management degree, such as an MBA, preferred.



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Effective communication; collaboration; project management; technical writing; presentation; and, facilitation skills.
- Ability to promote inter-departmental cooperation toward successfully meeting the organization’s strategic goals.
- Manage conflicting needs and timelines of various departments and stakeholder groups to ensure project success.
- Extract data from student information systems and external data sources, using statistical software packages such as SPSS or SAS, SQL, and BI tools.
- Ability to develop, maintain, and appropriately analyze specialized longitudinal data systems that include nested data structures and complex group membership over multiple years.
- Technical expertise in analyzing assessment data, behavioral data, student characteristic, and other organizational data using Excel, SPSS, SAS, R, HLM6/7, and text analytics software.
- Expertise in conducting ANOVA, ANCOVA, MANOVA, MANCOVA, Multiple Linear Regression, Logistic Regression, Discriminant Analysis, Factor Analysis, Cluster Analysis, and HLM in applied settings.
- Appropriately utilize qualitative and mixed methods research techniques.
- Present information/findings in ways easily understandable to decision-makers and non-technical stakeholders.
- Guide organizational leaders and other stakeholders regarding the value and limitations of non-experimental data that are common in PreK-12 settings.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to be a part of/work with a team.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, Excel, SPSS, SAS, R, HLM6/7, text analytics software, and/or other department software packages.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Assistant Superintendent of Student Achievement & Professional Development	
<b>Direct reports:</b>	No direct reports	



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	