HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

Job Title:	**Chief Institutional Effectiveness Officer**	FLSA Status:	**Exempt**
Job Family:	**Administrative**	Pay Range:	**Schedule F-Grade B**
Prepared/Revised Date:	**August 1, 2024**	Job Code:	**10219**
		Days:	**260**

SUMMARY: Responsible for providing administrative and strategic oversight in the use of data analytics as a strategic asset in meeting the District Ends (DE 1.0), professional learning (PD), curriculum, and career and innovation. Promote and facilitate a culture of data-informed leadership throughout the organization to actively support colleagues in their roles as change agents.

Lead district level formative and summative evaluation processes for students. This includes the development and use of key performance indicators delivered through dynamic data visualization tools that allow leadership to drill down into specific sites and student groups, thereby providing the basis from which district priorities, such as closing outcome gaps and minimizing disproportionalities based on race and socio-economic levels may be monitored, intervened upon, and achieved. This also includes facilitating efforts to integrate data-informed leadership strategies across all facets of district operations as appropriate. Responsible for delivery and presentation of the annual District Ends 1.0 Monitoring Report to the Board of Education. In response to identified needs and in partnership with Assistant Superintendents and other Cabinet members, design and facilitate cycles of inquiry with principal groups and other system leaders to ensure measurable progress toward District Ends is attained while equity and inclusion are centered in all leadership conversations and policy/practice decisions. Serve on the Superintendent's Cabinet, district committees, boards, and councils.

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. Collaborate with district and school leadership groups to ensure that all relevant and timely quantitative and qualitative educational data and information are utilized to identify actionable insights regarding opportunities to improve learning outcomes and student experiences.
2. Oversee and coordinate the initiatives of Professional Development, Curriculum and Instruction, Career & Innovation, Assessment, and Research/Evaluation divisions to the District's goals and strategic plan.
3. Provide leadership in the continuous development of a data-informed leadership culture that permeates all levels of the organization and is utilized to close persistent achievement and other outcome gaps for historically underserved student groups.
4. Plan, design, and implement the district research agenda. Synthesize information from student information systems, raw assessment files, surveys, and other sources to produce reports to meet the district's information needs including Board reports produced on pre-determined schedules and as assigned.
5. Develop measurement instruments and measurement methodologies as needed to address evolving system and leadership needs. This includes the appropriate use of techniques such as Factor Analysis, item-total correlations, calculation of reliability estimates and other common psychometric procedures.
6. Utilize Statistical Package for Social Sciences (SPSS), or other PC-based statistical packages, to produce statistical analyses, including inference tests and graphic displays of relevant relationships within complex data sets. Provide actionable insights to leadership teams through use of traditional statistical analyses, such as Factor Analysis, ANOVA, MANOVA, MLR, Cluster Analysis, and HLM Modeling, in the evaluation of PreK-12 outcome data. Analyze outcome data including assessments, attendance, behavior, discipline, credit accumulation, graduation outcomes, student connections, family engagement, financial inputs, and other student and system metrics.

7.	Collaborate with the Human Resources team to develop, maintain, and produce annual technically defensible teacher effectiveness growth ratings that meet legislated requirements. This includes HLM analyses of large-scale assessment programs and local common summative assessments analyzed at the teacher level of aggregation. Maintain the Student Learning Objective (SLO) documentation and process integrity as an additional element of the overall PSD growth rating methodology.
8.	Maintain a teaching effectiveness analytics platform providing licensed educators with nuanced empirically based effectiveness feedback useful for professional practice insights and improvement of student and educator performance.
9.	Develop and maintain data visualization tools. Support leadership use of the PSD Data Analytics Platform.
10.	Guide the ongoing development, maintenance, and use of the comprehensive information reporting system that supports PreK-12 leadership and community partner insights in partnership with the Information Technology Department.
11.	Write research and/or evaluation documents and present information/results to a wide variety of leadership and community audiences.
12.	Represent PSD at the state and local community levels in areas of research and data analytics.
13.	Develop and maintain an external research request review process that protects the safety and privacy rights of students, staff, and the organization as well as ensures staff time and PSD resources are carefully considered in all decisions. Review and respond to all external research requests.
14.	Provide technical expertise and data support to the Board of Education in conducting the annual Superintendent evaluation process and to the Superintendent in conducting Cabinet member evaluation processes.
15.	Serve as a technical liaison to school and central office administrators and other school staff in conducting statistical analyses and interpreting results to facilitate data-informed decision-making.
16.	Analyze impact of district-adopted materials, programs, and processes through formal program evaluation; conduct and document data verification and analysis procedures.
17.	Provide central role in developing, conducting, and reporting results for employee, student, family, and community surveys.
18.	Assist in the analysis of district assessment reports to evaluate standard-setting and assessment cut points and proficiency bands. Assist in analyzing federal and state accountability measures.
19.	Facilitate data literacy and use by integrating data into key improvement processes.
20.	Lead the interpretation of key analytic reports and dashboards to the board, superintendent, cabinet, and other senior constituencies and school leadership groups as needed.
21.	Serve as a member of the data governance group to address data integrity, security and risks related to school data use and collection of student data.
22.	Support equity-related district committees and the DEI strategic plan by providing timely and accurate data for monitoring and evaluation.
23.	Supervise administrators of Professional Development, Curriculum and Instruction, Career & Innovation, Assessment, and Research/Evaluation.
24.	Approach all duties and responsibilities with an unrelenting commitment to continuous improvement of the student and family experience within PSD.
25.	Serve as a member of the superintendent's Cabinet.
26.	Perform additional duties as assigned by the superintendent.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Educational Research, Applied Statistics, Research Methodology, or Educational Measurement required, Doctorate preferred.
- Minimum of 5 years of educational administrative experience; experience in school and district level settings preferred.
- Experience in the design, analysis, and interpretation of educational research and evaluation.
- Experience working as a practitioner either as a school principal, teacher, or counselor.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Ability to obtain Colorado Administrator License required within first year.
- Criminal background check required for hire.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Comprehensive knowledge of best practices for applied research including effective use of student assessment and other data to guide school improvement processes.
- Ability to collect, maintain and accurately analyze/disseminate relevant data.
- Leadership and relationship-building skills.
- Ability to provide strategic direction and operational insights.
- Demonstrated skills in analyses for educational equity, strategic communication, problem-solving, and team development.
- Demonstrated history of collaborating with diverse groups of stakeholders to achieve ambitious outcomes.
- Demonstrated ability to lead change management efforts and an ability to influence others especially when no direct reporting relationship exists.
- Excellent listening skills.
- Ability to effectively lead, manage and develop direct reports.
- Knowledge of state and federal regulations and accreditation standards.
- Demonstrate strong data management skills and adherence to data privacy protocols.
- Proficient use of data analysis software such as SPSS, SAS, R, HLM, etc.
- Ability to review data for logical consistency throughout data analytics and visualization processes.
- 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 communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- 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, and/or other departmentsoftware packages.
- Operating knowledge of and experience with personal computers, word processing and database software.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Superintendent of Schools	
Direct reports:	Director of Professional Learning, Director of Curriculum and Instruction, Director of Career & Innovation, Assessment & School Support Coordinator, Assessment and Analytics Coordinator, Research and Evaluation Coordinator, Administrative Office Support	7

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			
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	
Depth perception	X
Ability to adjust focus	X

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