

ASSOCIATE DIRECTOR FOR DATA, RESEARCH, AND EVALUATION

- TITLE:** Associate Director for Data, Research, and Evaluation
- REPORTS TO:** Director of Student Achievement
- SUPERVISES:** Data, Research, and Evaluation Specialists, Magnet Office Personnel and Grant Writer
- JOB FUNCTION:** Oversees and coordinates all research projects carried out in the school district including classroom research and district-wide projects, and maintain a reliable data collection center for the school district; oversees the Magnet office and Grant Writer office.

DUTIES AND RESPONSIBILITIES:

- Tracks long-term enrollment and residential development in liaison with the LFUCG planning office and recommends to school attendance boundaries and other potential solutions to enrollment issues.
- Develops reports on evaluation studies, school improvement, magnet schools, and grant applications.
- Surveys educational research findings to communicate salient points to system leadership.
- Serves as a consultant in developing, administering, and reporting statistical studies and analyses made in the district.
- Coordinates the completion of questionnaires required by external agencies, e.g. EEOC and Kentucky Department of Education.
- Coordinates research projects conducted by outside agencies and consults with relevant district staff to approve.
- Attends and participates in school board meetings regarding studies conducted by the Data, Research, and Evaluation office and Magnet office.
- Coordinates the development of evaluation reports, progress reports as requested by the Superintendent and/or the Director of Student Achievement.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Conducts research requested by the Superintendent and/or Director of Student Achievement developing surveys, analyzing returns, and preparing reports.
- Oversees the operations of the Magnet office including personnel and budget recommendations and application processes for elementary and middle magnet schools and programs.
- Oversees the operations of the Grant Writing office including personnel and budget recommendations, identification of grants, and grant writing training.
- Evaluates the performance of Data, Research, and Evaluation office, Magnet office, and Grant Writing office personnel making recommendations for performance improvement, professional development, and contract status.
- Develops and maintains grant budgets for magnet schools ensuring that expenditures are related to grant purposes.
- Drafts and revises policies and procedures related to school enrollment issues, magnet schools, data collection processes, research, and evaluation studies.
- Maintains regular attendance.
- Perform other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- BA in education
 - Master's Degree (preferred)
 - Five (5) years experience in the areas of research, statistics, assessment, and projections.
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LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teacher certification

Original Date: 09/1993

Revision Date: 01/1995

Revision Date: 02/2001

Revision Date: 08/2001