

Sacramento County Office of Education Job Description

Classification Title: Executive Director, Research and Evaluation

DEFINITION

Under general direction, manages and supervises the Center for Student Assessment and Program Accountability/Evaluation, including responsibility for the coordination and operation of small and large-scale assessment and program accountability/evaluation projects; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Instructional Support Services

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in the position within this classification.)

Student Assessment and Program Accountability

Develops and manages the implementation of programs/projects related to small and large scale student assessment and program accountability/evaluation projects; plans, organizes, and manages the ongoing operations of the Center; selects, trains, supervises, and evaluates the performance of staff; develops, monitors, and manages the Center's budgets; serves as liaison between the Sacramento County Office of Education, the State Board of Education, the California Department of Education, local school districts, local colleges and universities, local/county service agencies in matters relating to the Center's work; coordinates and manages contracts with grantors and sub-contractors; implements and manages development, scoring, and evaluation operations statewide as applicable; complies with budget and expenditure contract requirements; plans and monitors Center timelines to meet strict deadlines; coordinates the overall implementation of projects; coordinates the preparation, administration, compilation, and reporting of Center activities.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree required, advanced graduate degree with emphasis in research design, evaluation/assessment, and statistical analysis desirable; extensive experience in research, assessment, and evaluation services and management of large scale assessment/evaluation contracts and projects, experience working in a county office of education or school district desirable.

Knowledge of

Research, assessment, and evaluation strategies appropriate for K-12 students/programs; education services and responsibilities of department supervision; methods of communication between agencies served by the County Office of Education on a countywide, regional, and state basis; psychometric aspects of testing and computer applications used in technical writing, budgeting, and data analysis.

Skill and Ability to

Plan, organize, and supervise a center program of assessment and evaluation services including small and large-scale student performance assessments; write grant and contract proposals; conduct program evaluations and program accountability projects; develop and control an extensive budget; organize Center's work to meet strict deadlines; lead and coordinate assessment and accountability projects between County Office and county, region and statewide agencies; develop and maintain positive working relationships with all persons contacted in the course of work; communicate effectively in both oral and written form to present ideas and concepts clearly and concisely to others; analytical skills to research, acquire, and evaluate appropriate data for effective problem solving and/or decision making; select, train, and supervise staff.

Revised title approved by Personnel Commission 5/14/19, formerly Director III, Research and Evaluation
Revised 6/2012
Approved by Personnel Commission: 1/15/08