

Anoka Hennepin Independent School District #11
Job Description

Title: Director of Research, Evaluation and Testing
Department: Research, Evaluation and Testing
Reports To: Associate Superintendent
Prepared Date: September 14, 2006

SUMMARY OF RESPONSIBILITIES

Oversee student testing activities in support of federal and state requirements as well as district tests and assessments; develop, implement and facilitate research and program evaluation processes and procedures; facilitate collaboration and communication among stakeholder groups

DUTIES AND RESPONSIBILITIES

Testing

- Oversee the implementation of state and federal accountability legislation
- Oversee test administration, data integrity and data flow to output systems
- Facilitate collaboration among various stakeholder groups to support online testing and future MDE initiatives
- Work closely with the RET Office Coordinator
- Initiate and maintain appropriate communication links with other districts and MDE
- Analyze, interpret and present assessment data for various purposes and audiences
- Guide development and review of District Improvement Plans and School Learning Improvement Plans
- Mentor, support and meet regularly with the Elementary, Middle School and High School Achievement Analysts
- Develop processes for collaboration between Achievement Analysts, Teaching and Learning Specialists and Coaches.
- Monitor student performance to maintain equitable assessment of students of diverse ethnic/racial and socioeconomic backgrounds
- Work closely with the District Achievement Analyst

Research

- Develop, implement and facilitate a research request process in Anoka-Hennepin
- Develop, implement and facilitate a survey request process in Anoka-Hennepin
- Be the clearinghouse for research and survey requests
- Direct the research design for studies conducted within Anoka-Hennepin
- Conduct research as requested by Associate Superintendents
- Direct survey design and item creation
- Analyze, interpret and report the results of research projects and studies for various purposes and audiences; present as requested

Evaluations

- Develop, implement and facilitate a program evaluation process in Anoka-Hennepin
- Serve as a consultant to district and building administration in designing and planning evaluation models for monitoring student success

- Analyze, interpret and report instructional evaluation data for various purposes and audiences; present as requested

Other

- Collaborate with Information Systems on the continued development of technology based systems for collection, storage, retrieval, reporting and analysis of student data and achievement information.
- Ensure that principals, counselors, and teachers have timely access to accurate information needed for program planning and student learning.
- Collaborate with the Communications Department regarding Key Messages or data reporting
- Facilitate Credit by Assessment
- Attend principal meetings and other groups as directed
- Other duties as assigned by the Associate Superintendent

SUPERVISORY RESPONSIBILITIES

Supervises RET Office Supervisor, District Achievement Analyst, RET Technician; and supports Elementary, Middle School and High School Achievement Analysts.
Works with Elementary and Secondary Associate Superintendents, District-level Administrators, Principals, Teaching and Learning Specialists, Coaches and Teachers.

EDUCATION and/or EXPERIENCE

Requires Doctorate (education, psychology, program evaluation course work in educational psychology with a background in human learning)
Experience in instructional program development, evaluation, statistics and/or research design.

KNOWLEDGE, SKILLS & ABILITIES

Organization and management skills

Knowledge of school curricular programs, curriculum design process and common assessments

Knowledge of testing processes, evaluation techniques, statistical analysis and experimental design

Knowledge of state required tests, district tests and data-driven decision making

Ability to think systematically

Ability to design and implement educational research

Communication skills appropriate to various audiences, including parent and community groups

Ability to work flexibly and collaboratively

Ability to accept responsibility, initiate action and render recommendations

Ability to be analytical and objective in problem-solving as well as in the conduct of program evaluation and related research activities

Excellent team building, collaboration skills

Ability to manage staff, delegating as appropriate