

**Anoka Hennepin Independent School District #11**  
**Job Description**

**Title:** Executive Director of Research, Evaluation, and Assessment  
**Department:** Research, Evaluation and Testing/Assessment  
**Reports To:** Superintendent  
**Prepared Date:** July 1, 2022

**SUMMARY OF RESPONSIBILITIES**

Direct the Research, Evaluation and Testing Department. Provide oversight and guidance to the Superintendent, Cabinet, and School Board regarding strategic priorities, along with the managing, monitoring, and reporting related to key performance indicators of effectiveness of the district mission and vision. Interact and consult with all departments and schools in the district on evaluation, data collection, strategic and continuous improvement planning and goal setting. This position reports to the Superintendent and serves on the Superintendent's Cabinet.

**DUTIES AND RESPONSIBILITIES**

- Oversee the outcome and performance of the most broadly defined objectives and significant programs or divisions and may serve as a member of the cabinet team. Incumbent will set the strategic direction for significant Department at the District. Oversee the development of programs, and ensures they align with the overall mission and goals of the District.
- Primary contact and advisor for Superintendent, School Board, Cabinet, and staff on issues relating to strategic planning, evaluation, data interpretation, goal setting and performance monitoring.
- Has primary responsibility for the direction of the district's research, evaluation and assessment vision, strategies, resources, and infrastructure to support organization educational and business goals success.
- Primary support to the School Board for the development of annual Superintendent performance goals, data compilation to determine performance toward those goals, and report creation documenting evidence of performance following determined timelines.
- District resource for Superintendent and Cabinet regarding ongoing process monitoring and reporting of strategic priorities to the School Board and public.
- Work with the Cabinet, along with instructional and operational leadership, to determine the data collection, processes, and practices that are needed to meet strategic priorities and goals.
- Develop and direct processes for collecting and monitoring data that ensures organizational strategic priorities, goals and action plans are consistently being met in an effective and efficient manner.
- District resource for the development and implementation of data collection policies and procedures.
- Establish, with the Chief Technology and Information Officer, systems and tools for gathering, mining, storing, maintaining, integrating, and reporting data in accessible and meaningful ways.
- Establish and refine a system for evaluation of district programs, practices and policies.

- Develop, implement and coordinate a system of review and approval of all district research for both internal and external research studies.
- Develop and deliver presentations for the School Board and public on district performance, effectiveness, and continuous improvement activities.
- Develop and implement procedures, policies, and regulations to assure compliance with federal and state laws.
- Supervise the preparation and submission of required federal, state, and district reports.
- Implement the goals of the School Board and Superintendent, while maximizing organizational effectiveness and fiscal responsibility.
- Respond to requests for information, explanation, rationale, complaints and concerns received by the Superintendent.
- Prepare, recommend, and monitor program budget for the allocation of resources in the area of oversight.
- Initiate participation and represents district interests on state and national advisory committees.
- Member of the Superintendent's Cabinet, the leadership team for the school district.
- Performs other tasks and assumes other responsibilities as the Superintendent may assign.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises District Achievement Analysts, RET Office Supervisor, and RET Educational Data Coordinator and indirectly supervises their employees. Has responsibility for the overall direction, coordination, evaluation and supervision of these employees in accordance with school district policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving issues.

### **EDUCATION and/or EXPERIENCE**

Requires Master's in education, evaluation, educational psychology, or related field and at least 10 years of experience in program development, evaluation, statistics and/or research design or related field; or equivalent combination of education and experience. Experience in an educational setting and a Doctorate degree are preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current MN Administrative License is preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to read, analyze, and interpret written documents, including professional articles, financial reports, legal documents, and governmental regulations.

Ability to write comprehensive reports, business correspondence, and procedural manuals.

Ability to prepare and present complex data in written and oral reports and represent the district in a variety of public settings.

Ability to respond to common inquiries or complaints from the School Board, administrators, teachers, other district employees, parents, students, legislators, and the general public.

Experience preparing and presenting effective written and oral reports and recommendations. Skilled in verbal and written communications to a diverse audience.

Ability to effectively present information to administrators, teachers, other district employees, the general public, and the School Board.

Experience in positively influencing local and state education policy and legislative processes in support of organizational needs.

Experience and ability to work cooperatively across a complex organization with numerous stakeholders.

Experience in strategic planning, effective continuous improvement, and evaluation capacity building.

Knowledge of effective assessment processes, sound evaluation and research design, statistical analysis, and data-informed decision-making processes.

Ability to maintain regular attendance, which includes completing an assigned day.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.