



POSITION DESCRIPTION

JOB TITLE: Director, Research and Evaluation Job Class: 0135	
DATE	Office of the Chief Academic Officer Research and Evaluation
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Establishes a vision and strategic direction for Research and Evaluation by providing leadership on matters related to student assessment and evaluation and school and central office accountability. Maintains a system of data collection and management for educational evaluation. Guides educational research projects to support the improvement of the instructional program.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Coordinates work of Research and Evaluation for optimal performance and service to the schools.
2. Ensures schools receive support for maintaining sound assessment practices and effective data-driven decision-making. Assists with the preparation of data analysis, ad hoc requests for data, data retreats and School Improvement Plans.
3. Establishes direction and provides oversight for the district's assessment programs, evaluation programs for the schools and central office and the data warehouse and data quality.
4. Collaborates with central office departments to provide a range of support related to assessment and evaluation to teachers, principals, parents and other educational stakeholders.
5. Collaborates with central office departments, external agencies and IHEs to plan and conduct rigorous, independent program and policy research of various MPS programs.
6. Coordinates the work of the department to ensure timely and accurate submission of a variety of local, state and federally required reports.
7. Develops and administers the departmental budget and monitors expenditures.
8. Manages personnel, to include work allocation, training and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.

9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction provided by the Chief Academic Officer.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees the activities of 12 staff members . .

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A master's degree in educational research, institutional leadership or a related field; an Ed. D. or a Ph.D. is preferred.

Experience Requirements

Position requires 7+ years of leadership experience in an educational or research setting. Supervisory experience in a large, urban system or an institution of higher learning is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are essential. Must be able to lead and direct staff. Must be able to develop and implement policies and procedures for the department. Must be able to work collaboratively with diverse groups, both internal and external to MPS. Must have knowledge and experience in the use and construct of assessment as a vehicle to monitor, promote and measure student learning and achievement. Knowledge of current assessment procedures used in local, state and federal entities. Knowledge of curriculum and instruction programs is essential. Strong attention to detail and outstanding analytical skills are required. Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements. The ability to manage numerous projects with varying deadlines, multi-task and prioritize changing demands while continuing to provide MPS schools and departments with necessary services in a timely manner is necessary. PC experience and proficiency with Microsoft office products, and research and assessment tools is necessary.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

