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SAN LEANDRO UNIFIED SCHOOL DISTRICT

DIRECTOR: STUDENT DATA AND ACCOUNTABILITY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent for Educational Services, the Director of Student Data and Accountability is responsible for the overall maintenance, functionality, and implementation of the district-wide student information system that includes Aeries.net, Aeries Browser Interface, CALPADS, and Edusoft. The director will systematize and maximize district user processes and accountability measures and organize ongoing training and communication for district user groups. The director will oversee the planning, organizing, coordinating, and implementing the district's state testing and local benchmark assessment program; data analysis, inquiry, and reporting processes for instructional planning; K-12 intervention programs; research and evaluation activities; and administrative, categorical, and grant reporting. The Director of Student Data and Accountability will also assist the Assistant Superintendent for Education Services with improving student achievement for all students with special attention on improving student achievement of English Learners, Special Education students, and students achieving below grade level standards through improving competency of all related staff at data driven decision-making for instructional mitigation and program evaluation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide leadership to systematize and maximize the Aeries/CALPADS student information processes and accountability measures to ensure data is reliable through:

- Working collaboratively with schools and district departments to improve systems and processes
- Developing realistic timelines and priorities for the student information system
- Coordinating technical support and collaborating with school and department management
- Leading and managing ongoing training for all user groups; monitoring and supporting agreed upon consistent practices
- Coordinating data collection and analytic functions across the district's student information system and other local data systems, such as Edusoft and DIBELS
- Developing and implementing a phase in plan for all components of ABI

Provide leadership to an Aeries user group that will meet quarterly to provide guidance from the end user perspective and serve as conduits for information to other users at the school site and district departments.

Coordinate and facilitate monthly office managers' meetings to review and establish best practices for entering and managing student data.

Plan, design, and conduct evaluation of educational programs and policies utilizing quantitative and qualitative methods, including evaluation of local initiatives as well as federal, state, and other categorical programs.

Direct and implement a comprehensive system of student performance evaluation, including coordination of the district's state mandated testing and local assessment programs; analysis of student progress; and reporting of results to various audiences and stakeholders.

Manage timely production of accurate, comprehensible, and accessible data reports and evaluation findings for teachers, principals, community members, superintendent's cabinet, and SLUSD Board of Education.

Lead, manage, and implement data trainings at schools and district staff around analyzing multiple data sources for instructional planning.

Collaborate with other district departments in establishing effective data access, utilization, and reporting functions as well as data driven supports to school sites.

Monitor and support Teleparent for school and district users.

Prepare school, district, and school board presentations.

Supervise and evaluate the performance of assigned staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Development of a systems approach to student information system, preferably Aeries in a school/District setting and CALPADS
- Educational research, evaluation and/or testing and assessment.
- California's Accountability Progress Reporting (APR) System
- Current educational programs most widely implemented in K-12 California schools to understand program evaluation
- Setting up curriculum specific databases
- Proficiency in descriptive and some inferential statistics, qualitative research methods and effective data representations
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Utilize advanced Microsoft Excel skills
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with department and school level staff
- Supervise and evaluate the performance of assigned staff
- Demonstrate leadership, management skills, and team building capacity
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Direct the maintenance of a variety of reports and files related to assigned activities

EDUCATION AND EXPERIENCE:
Any combination equivalent to: five years experience as a school site or district administrator; three years of experience in utilizing student information systems including experience in educational research, evaluation, and assessment.

LICENSES AND OTHER REQUIREMENTS:
- California Teaching Credential
- California Administrative Credential
- Valid California driver's license and proof of current California auto liability insurance at time of appointment, and throughout employment in this classification
- Personal automobile for job-related travel

WORKING CONDITIONS:

ENVIRONMENT:
- Office environment
- Driving a personal vehicle to various school sites

PHYSICAL DEMANDS:
- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard