



Job Title: **Director of Institutional Research,
Assessment, and Innovation**
 Department: **Office of the Superintendent**
 Supervisor: **Deputy Supt. of Student Achievement**
 Lane Placement: **Administrative Lane 8**
 Schedule: **8 hrs / 242 days** Evaluation Group: **JCES**
 FLSA Classification: **Exempt**

JOB DESCRIPTION

The Director of Institutional Research Assessment and Innovation will work collaboratively as part of a three-member team in the Office of Curriculum, Learning, and Research Based Instruction that includes the K-16 and 7-16 Directors of Curriculum, Learning, and Research Based Instruction. This team will conduct, gather, and synthesize scientifically and research-based instructional activities, professional development, and assessment that will promote within the District a focused and strategic direction leading to maximum academic achievement for all students. This team will be supervised by the Deputy Superintendent for Student Achievement, but will also have a direct line to the Superintendent for the purpose of planning, coordinating, and providing leadership to the District's research, instructional, and accountability programs.

The Director will direct and coordinate all aspects of the District's assessment programs related to state (e.g., U-PASS) and federal accountability (e.g., NCLB), and ensure that the District's programs and services meet regulatory and program accountability requirements for the federal government, State government, and the schools served by the District. He/she will also provide leadership at the local, state, and national levels regarding educational accountability, innovation, and improved learning outcomes for all students.

The Director will, in conjunction with the Superintendent and Superintendent's senior staff, provide leadership in developing, implementing, and communicating to the public, district assessment programs designed to measure progress toward specific learning outcomes and college and workforce readiness benchmarks.

ESSENTIAL FUNCTIONS

- Oversees, monitors, reports, and provides explanations regarding Canyons School District's annual performance on Federal (NCLB-AYP), State (U-PASS), and district accountability models.
- Provides direction to the district's efforts to improve data driven leadership skills across all levels of CSD staff, including principals.
- Provides direction in the creation and implementation of coordinated data collection and evaluation efforts across CSD.
- Directs and coordinates collaboration with district leadership, including school leadership that helps schools meet and exceed state, federal, and district accountability requirements.
- Promotes evidence-based decision making for the initiation, modification, retention, or abandonment of educational programs.
- Coordinates evaluation, development, adoption, and/or adaptation of innovative and scientifically based educational practices with the highest likelihood of maximizing student achievement.
- Works collaboratively with CSD Instructional Directors to assess the effectiveness of all CSD programs, projects, activities, and practices, including fidelity of implementation.
- As part of 3-member team, collaboratively works to align research, scientifically based instruction, curriculum, instructionally relevant assessment, and professional development within CSD.

- Ensures that all operations pertaining to the administration of State-mandated and District-mandated assessments comply with Utah State Law; Utah State Office of Education Board Rules; Jordan School District Board of Education goals, policies, and guidelines; and requirements set forth by the Federal Education Records Privacy Act (FERPA).
- Ensures that the activities of the District's Research Review Committee and the analysis and utilization of data collected from State and District mandated assessments, education grants, educational programs, and other requested research projects, are consistent with District Board goals, policies, and guidelines and comply with FERPA.
- Ensures teachers and school leaders are provided with professional development opportunities in the areas of accountability, assessment administration, data analysis and utilization, and FERPA requirements.
- Supervises, directs, and manages all fiscal operations for budgets that pertain directly to the Office.
- Prepares annual reports for the Canyons School District Board of Education regarding District students' performance on State and District mandated and other assessments administered in the District.
- Serves on State and District committees as assigned.
- Supports the District's efforts to inform the media, community, and employees concerning District accomplishments, challenges, and concerns.
- Coordinates compliance with State and Federal regulations on all State assessments between the District and the Utah State Office of Education.
- Provides current information on testing materials and trends, and provides professional leadership in matters related to standardized and instructionally relevant assessments.
- Coordinates compliance with State and federal regulations on all State assessments between CSD and the Utah State Office of Education.
- Works collaboratively with Superintendent and senior staff to develop, implement, monitor, and communicate District accountability measures, including grade-level learning outcomes and college and workforce readiness benchmarks.
- In collaboration with Office of Public Communications, assists in the design and publication of annual District report for distribution to parents, employees, and other stakeholders.
- Serves as district liaison to national and international assessment and testing organizations, including ACT, College Board, and National Center for Educational Statistics (NCES), etc.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (10) pounds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019