

REVISED
SEPTEMBER 14,
2015



JOB TITLE	CHIEF OF DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION		
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION		
SALARY SCHEDULE	II/IV GRADE 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT		
SUPERVISES	DIRECTOR RESOURCE DEVELOPMENT, DIRECTOR III (PLANNING AND PROGRAM EVALUATION), SPECIALIST II (TESTING), SPECIALIST III (DATA MANAGEMENT AND RESEARCH), SUPERVISOR ATTENDANCE SYSTEMS DATA CONTROL/STUDENT RECORDS, DIRECTOR PUPIL PERSONNEL, DIRECTOR STUDENT ASSIGNMENT AND SECRETARY V		

SCOPE OF RESPONSIBILITIES

Plans, directs, implements and reports district's research, testing and evaluation. Provides direction to the district's student demographics programs and activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs the development of student membership projections by schools, programs, and district on short and long term basis

Directs the planning, development and implementation of the District's student assignment plan. Oversees attendance systems data control and student records

Directs and supervises the gathering of student membership data by school, grade, and race and makes recommendations on assignment of students to schools and the establishment of attendance boundaries and sub-zones according to Board goals

Provides leadership for the development of district research and evaluation services and supervises implementation

Provides technical assistance in the development of School Board goals and objectives

Provides consultation to facilitate division efforts in research and evaluation

Provides leadership for the district testing program by serving as the District's Assessment Coordinator and communicates the results to staff and others as appropriate

Supervises the development and refinement of norm reference, criterion reference and proficiency testing program

Provides leadership for the planning and development of the district's evaluation program to obtain information on achievement of systemwide and individual school goals and objectives

Provides leadership for the planning and implementation of institutional research

Provides leadership in developing data bases that will be used to research and evaluate district goals and programs

Provides technical assistance and data for the educational assessment and assistance process

Performs other duties as assigned by the Superintendent

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree

Ten (10) years successful administrative and management experience

Ability to absorb, analyze, organize and communicate information and ideas

Academic preparation and experience in educational research, measurement and testing and education management

Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS
Doctorate Degree
Evidence of academic excellence, ability to work with groups and self-motivating work habits
Successful experience in school administration

NEW

**REVISED
SEPTEMBER 14,
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JOB TITLE	COMMUNITY DATA SPECIALIST AND PROGRAM REVIEWER		
DIVISION	DIVERSITY, EQUITY, AND POVERTY		
SALARY SCHEDULE	II/IV GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF EQUITY OFFICER		
SUPERVISES	CLERK II		

SCOPE OF RESPONSIBILITIES

Assumes responsibility for reviewing various community programs and providing data to community partners to improve purpose, performance, and productivity of the programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serve as strategic thought partner with philanthropy on what data to collect and show data to be analyzed to support program delivery and assess the impact of ongoing private investments in programs and interventions to improve outcomes

Monitor impact and assist in research on privately funded initiatives

Serve as the accessible, single point of contact for data related inquiries from philanthropy, Louisville Metro Government, or community groups working on education attainment initiatives

Making data work for the community based organizations by providing technical support for Cascade usage and narrating the data and offering community based organizations training on the results of the review/evaluation and the use of the data sets to inform both the public and the funders and drive ongoing program improvement

Facilitate the mining, sharing, and narration of data, specifically for student support organizations working in areas such as out-of-school time, career pathways, and transitions, (high school graduation, to post-secondary enrollment and completion)

Assure that community based organizations understand the rules and policies relating to required privacy practices and student rights

Performs other duties as assigned by Chief Equity Officer

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's Degree

Three (3) years successful experience in area of assignment

Successful experience in area of research methods and strategies

DESIRABLE QUALIFICATIONS

Kentucky Certificate in supervision and/or administration