

## DIRECTOR OF DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION

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**TITLE:** Director of Data Management, Planning and Program Evaluation

**REPORTS TO:** Superintendent or Designee

**SUPERVISES:** Data Management, Grant Management -and other program staff

**JOB FUNCTION:** Facilitates data management, analysis, evaluation, and planning of district programs. Conducts training and educational seminars for employees and the community on matters related to the effective use of data; supports schools in the development and implementation of curriculum by supporting with necessary data analysis and evaluation.

### DUTIES AND RESPONSIBILITIES:

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- Directs district data management, data analysis, and evaluation programming.
- Trains professional staff on effective data use.
- Develops and coordinates the evaluation of academic programs related to school and district improvement plans.
- Surveys educational research findings to communicate salient points to system leadership.
- Serves as a consultant in developing, administering and reporting statistical studies and analyses made in the district.
- Attends and participates in school board meetings regarding curriculum, assessment, and school- and district-level program evaluation.
- Develops and conducts professional development activities for counselors, principals, and appropriate central staff on data, research, and evaluation.

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- Provides assessment data to research and school staffs.
- Speaks to PTA and civic groups regarding data analysis and school-level program evaluation.
- Oversees the conduct of research requested by staff and assists in survey development and analysis as related to school and district improvement plans.
- Conducts professional development activities and other communications as appropriate.
- Communicates to appropriate staff definitions, timelines, formats, etc., for compiling data.
- Assists teachers, principals, and counselors with questions, problems, and concerns regarding data request and analyses processes.
- Facilitates the implementation of all data management and strategic planning activities throughout the district.
- Takes responsibility for coordinating staff development programs for principals, counselors, teachers, and parents in understanding data analysis and in understanding, interpreting, and using assessment results.
- Performs other duties assigned by the Superintendent and the Chief Operating Officer.
- Maintains regular attendance.

### **PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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### EDUCATION AND EXPERIENCE:

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- Master's Degree and/or Rank 1
- PhD (preferred)
- Five (5) years' experience in the areas of data analysis, assessment, curriculum, and school improvement planning.

### LICENSES AND OTHER REQUIREMENTS:

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- ~~Kentucky Teaching Certification~~
- ~~Kentucky Administrative Certification~~

*Original Date: 12/2014*

*Revision Date: 05/2015*

*Revision Date: 10/2015*