

**SAN MATEO COUNTY OFFICE OF EDUCATION
DIRECTOR, RESEARCH, ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT**

BASIC FUNCTION:

Under the direction of the Administrator, District Improvement and Support, the Director of Research, Assessment and Evaluation plans, coordinates, and directs standards-based assessment and accountability activities for County-wide efforts to manage data related to improvement and reporting. The Director serves as a resource for district systems, state and federal programs, and the Local Control and Accountability Plan (LCAP)/ technical assistance teams, for data analysis, continuous improvement, and evaluating the effectiveness of instructional programs to increase student achievement throughout San Mateo County.

QUALIFICATIONS

LICENSES & OTHER REQUIREMENTS

- Valid Administrative Services Credential
- Valid California Driver's License

DESIRABLE QUALIFICATIONS

- Any combination equivalent to: Master's degree in education or a related field, a minimum of five (5) years of successful teaching experience and three (3) years of administrative experience.

DUTIES/RESPONSIBILITIES:

- Supports Instructional Services Division with fulfilling statutory obligations per CA Education Code 52071 related to provision of technical assistance to eligible districts;
- Assists school district staff with identifying strengths and weaknesses in regard to the state priorities including working collaboratively with the school district staff to review performance data on the state and local indicators and other relevant local data, and to identify effective, evidence-based programs or practices that address any areas of weakness;
- Compiles data related to instruction, state and local assessments, accountability plans and resource alignment for the purpose of determining school district needs relating to California Assessment of Student Performance and Progress (CAASPP) results interpretation and the impact of services of student achievement, balanced assessment system development, assignment design, and achievement gap analysis.;
- Works collaboratively with the school district staff to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the school districts;
- Collaborates with SMCOE and district leaders to identify and analyze qualitative and quantitative data to support identification of strengths and weaknesses of the education program in order to design, plan, and implement a comprehensive and targeted response;
- Assists school districts in establishing goals, priorities, processes, and monitoring systems to evaluate the effectiveness of their instructional program;
- Collaborates with other Instructional Services staff to calibrate and contribute to services provided to all districts related to a comprehensive educational program;
- Provides consultation related to state and federal programs, state and local assessments, accountability, evaluation, and applied research to internal professional staff, external partners and district administrators;
- Creates, coordinates, and provides in-service training, coaching and feedback for district and site leadership related to state and federal plans and addenda, state and federal programs, state and local assessments, accountability, evaluation, applied research, instructional programs and continuous improvement;
- Coordinates and supports special and strategic projects and initiatives (short and/or long-term) which may include undertaking research, data trend analysis, preparing presentations, developing agendas and collaborating with multiple stakeholders;

- Serves as a member of the county office LCAP Review and Approval Team to review district LCAPs to provide plan development support for districts and contributes to the LCAP approval process;
- Performs job assignment safely for the purpose of protecting people and property
- Participates in conferences, networks, meetings, workshops, and webinars for the purpose of conveying and/or gathering information required to perform functions;
- Disseminates information on research and technical information related to systems reform as part of a continuous improvement model;
- Provides guidance and support to district staff to assure compliance and alignment with state, federal, and/or county regulations;
- Partners with various Educational Services units and teams, as well as government agencies, to foster relationships and support student achievement;
- Supervises and evaluates the work of assigned staff;
- Performs other related duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

KNOWLEDGE OF:

- Federal and state policies, regulations, codes, regulations and procedures related to assessment, accountability, and evaluation;
- Student achievement and opportunity gap(s), an understanding of the role of equity in schools and districts, the impact of institutional racism, and effective practices to mitigate that impact;
- Continuous improvement principles, tools and resources related to evaluation, research, comprehensive reflection and needs analysis;
- Current educational research and research methods;
- California curriculum frameworks and content standards and assessment practices;
- Effective management principles and practices.

ABILITY TO:

- Effectively plan, develop, administer, implement, and evaluate systems related to projects with private and public agencies, community organizations, the California Department of Education and other state agencies;
- Utilize a variety of job-related equipment and software programs;
- Effectively communicate orally and in writing; understand and interpret laws and regulations;
- Analyze issues, create plans of action and reach solutions;
- Effectively recognize, plan, organize, implement, administer, and evaluate and influence implementation of educational initiatives;
- Facilitate change by utilizing effective communication and group process techniques;
- Establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel;
- Travel occasionally.

WORKING CONDITIONS:

- Indoor office environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS OF THE JOB:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials.