



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 5/1/2024

Supervisor, Research and Evaluation

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administrative Building

Department Overview

The Department of Academics works to design, support, and monitor the educational vision and mission of Loudoun County Public Schools (LCPS) as articulated in the One LCPS Strategic Plan. The Department of Academics is comprised of the Department of Teaching and Learning, the Department of Student Services, and the Division of Research, Assessment, and School Improvement. Within these departments, curriculum, assessments, and instructional strategies are designed and developed for the 82,000+ students of LCPS.

Job Overview

The Research Supervisor is responsible for an ongoing program of evaluation and development to enable the School District to continually improve its effectiveness in meeting the educational needs of each student.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Plans and conducts evaluations; analyzes student data for the purpose of planning and implementing research studies; creates databases and related data sources; reviews and acts upon research requests; prepares periodic special reports and informational materials; provides technical assistance in developing goals and objectives which may realistically be measured by the District and local schools
- Assists instructional staff, principals, and District administrators in developing and using innovative methods and procedures pertinent to instruction, student accounting, and achievement reporting; serves as a consultant to the total staff in planning and developing curricular and co-curricular programs; implements assessments of such programs
- Assists central office administrative personnel in the preparation and analysis of District-wide statistical data as required; serves as a liaison between the District and other educational agencies in the development, coordination, and interpretation of data related to instructional improvement
- Assists in the coordination of research, program evaluations, and special projects appropriate to the needs of the District
- Coordinates all research projects conducted in the District's schools by outside agencies, other institutions, or individuals and makes recommendations regarding the ethics and appropriateness of such research
- Surveys educational research findings and develops effective methods of communicating and disseminating the findings to District personnel, including recommendations for applicability to the District's education programs

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree in Education or equivalent with specialization in educational research

Experience

Five (5) years of experience in public school work through teaching, research, guidance, or administration

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrated proficiency in research design and in the use of computer software for statistical analysis
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators and teachers

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.