Title:	**Director of Assessment, Research, Evaluation and Analytics (AREA)**	Pay Grade:	309
Reports to:	Chief Academic Officer	FLSA:	Exempt
Department:	Assessment, Research, Evaluation and Analytics (AREA)	Length of Assignment:	226 days

Summary

Manage district-wide research, evaluation, and testing services. Communicate findings and insights clearly and effectively to stakeholders. Provide consultation and technical support on assessment and research matters to administrators and other relevant parties. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Act as the district liaison for communication and coordination with the Texas Education Agency – Assessment Division for all state assessment matters.
2. Foster and sustain positive relationships and communication with district staff, parents, community members, governmental agencies, and other stakeholders.
3. Develop and implement procedures for security/confidentiality of state-mandated testing programs and other assessments. Verify that testing procedures are followed and deadlines are met.
4. Develop and provide training for campus test administrators to ensure that tests are conducted and procedures are consistently followed.
5. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
6. Oversee Public Education Information Management System (PEIMS) coding checks within testing systems. Provide assessment data to a centralized database management system.
7. Develop, implement, and maintain an inventory system to track and monitor location of test materials throughout the distribution, return, and storage process.
8. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.
9. Ensure district employees comply with all federal, state, and local policies, rules and regulations related to assessment and research.
10. Communicate to district technology departments requirements from the testing vendor, ensuring all district devices are updated and ready for testing
11. Assess all research inquiries, both internal and external, including those from government entities, universities, individuals, institutions, and businesses, to ensure suitability, practicality, and minimal impact on campus operations.
12. Develop survey and other assessment instruments and provide the logistical support to accumulate and analyze the data.
13. Oversee the development and dissemination of statistical studies, analyses, and evaluation reports as needed. Conduct customized research and compliance reviews to address specific district or campus requirements.
14. Administer and manage departmental assignments including staff assignments, employee staff development, and employee evaluations.
15. Attendance at the work site is required to meet essential functions of the job.

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Other Responsibilities

16. Participate in professional development activities as required by the district.

17. Follow established safety procedures and techniques to perform job duties; support district/department goals.

18. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Master's degree; valid Texas teaching certificate; valid Mid-management/Principal/Superintendent certification; five (5) years' experience as a campus/district testing coordinator; three (3) years' experience as an educational administrator. Knowledge of Public Education Information Management System (PEIMS), state and federal assessment and accountability policies. Valid Texas/New Mexico driver's license; subject to the district drug and alcohol screening policy and regulation; insurable by the district's auto liability insurance carrier.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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