

Job Description

Job Title: Director of Equity, Assessment and Strategic Operations

Position Code: 1E26, AE26

Job Classification: Exempt

Supervisor: Superintendent

Pay Grade: 50

Contract Length: 245 Days

Job Summary

Position is responsible for supervising all members of the Department of Equity, Assessment and Strategic Operations, for performing quality assurance functions in support of improving student outcomes and opportunities for all children. Serves as the principal program evaluator, performing specialized technical work involving data analysis, survey development, report writing and budget analysis. Prepares presentations, provides leadership and assistance to schools with using data to support the improvement of the instructional program. Position is responsible for the implementation and monitoring of the division's strategic plan while focusing on the impact of programs and processes that promote and sustain diversity, equity and respect.

Essential Duties

1. Supervises all members of the Equity, Assessment and Strategic Operations Staff.
2. Develop and monitor the implementation plan for the NNPS Strategic Plan.
3. Design the evaluation component of the NNPS Strategic Plan.
4. Oversees and directs program evaluations within the school division including timeline development and reporting.
5. Recommends and develops a program evaluation schedule for approval by the Superintendent and School Board.
6. Designs, conducts, and reports results of program evaluations.
7. Evaluates instructional programs identified for study, including pilots and grant-funded programs.
8. Monitors state and federal educational policies relating to research and evaluation.
9. Approves and monitors research projects conducted within the school system.
10. Oversees all local, state and federal assessment programs and reporting.
11. Collaborates with other departments on matters of assessment and evaluation.
12. Provides interpretation and reporting of statistical data, which addresses varied audiences.
13. Directs school administrators and school improvement teams with applying relevant data to school improvement plans.
14. Interprets assessment results for the School Board, general administrative staff, and the public.
15. Tracks and analyzes current trends in education; and reports its potential impact on the school division.
16. Initiates and maintains effective liaisons with other school divisions, and professional societies to maintain a current knowledge of educational evaluation.
17. Serves as liaison between technology and accountability staff.
18. Develop, organize and implement professional development opportunities for district, building, and program staff with an emphasis on racial and equity awareness to promote culturally responsive practices.
19. Collaborates with district administrators to develop, lead, and implement a systematic process that identifies and addresses inequalities and other experiences that create barriers to student engagement and achievement.
20. Develop and implement systems and procedures to address the needs of culturally and emotionally diverse students, parents, and families.
21. Utilize relevant data resources to track and analyze diversity, equity and outreach strategies within the district and community.
22. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Performs any other related duties as assigned by the Chief Academic Officer or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s degree in education to include a certification in Educational Leadership. Doctorate preferred. Public education (PreK-12) experience required. Thorough knowledge of the principles, practices, and procedures of program evaluation; comprehensive knowledge of research methodology; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Exhibits manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Data and Assessment Supervisors and Specialists

Supervision Received: Chief Academic Officer

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Equity, Assessment and Strategic Operations will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 12/2021 CR