



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Director of Research and Evaluation
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8523
<b>Reports to:</b>	Accountability Office
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Supports the Office of Accountability, as the Director of Research and Evaluation, with primary responsibilities to include oversight for systemic program evaluations, serving as chair of the district's research and external evaluation request committee, and acting as liaison for grant, title and district academic programs evaluations.

**Essential Functions:**

- Provide supervision and oversight for evaluation of title, grant and district program initiatives
- Prepare and complete statistical trend analysis, projections, and other descriptive and inferential statistical reports as needed
- Identify, document and summarize school data from surveys, questionnaires and focus group sessions used to track, interpret, and analyze school specific contributory information (e.g.: parent, student, and staff school improvement surveys, student and staff attendance monitoring, student discipline referrals, and student and staff attendance)
- Support key district-wide data collection/reporting activities, such as: Core Data, School Management and Data Warehouse systems
- Serve as administrative liaison to other district central offices in the acquisition, interpretation and documentation of data used for research and evaluation at school and central office levels
- Provide user-friendly, timely performance, statistical, and summative reports to schools, central offices and external grantors
- Work closely with Academic Offices to ensure critical reporting and evaluation projects are prioritized and completed to facilitate school and district improvement
- Provide support for using evaluation data to revise Federal Title I Plans, School-wide Plans, District School Improvement Plans and NCLB Compliance reports, and assist in completing external community and research organization requests
- Prepare and format reports/presentations in audience-ready profiles for identified audiences/purposes under the auspices of the Accountability Office
- Chair the committee for research requests and approves university IRB and external research applications
- Supervise all research analysts, research interns, and student interns assigned to the Office of Accountability for research and evaluation projects

**Knowledge, Skills, and Abilities:**

- Knowledge to be added

**Experience:**

- A minimum of ten (10) years professional experience in research, evaluation or a related field



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- Professional experience using large scale data systems, and statistical packages, including MS Excel, SPSS and or SAS
- Knowledge of research protocols, IRB and large scale grant application frameworks
- Experience and knowledge of education related data and research organizations
- Knowledge and familiarity with quality data reporting systems and validation
- Excellent research and writing skills
- Documented professional experience in completing education-related evaluation reports, including: Large scale academic reports, grant and title program reports

**Education:**

- Master’s Degree in education, technology, or related field (required)
- Documented evidence of skill in writing, program evaluation and or research protocol approvals

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee Date Immediate Supervisor Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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