

The Director of Data, Assessment, and Accountability will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the District's System of Assessments. The Director will establish organizational systems and assessments to provide timely and helpful data to district leaders, school leaders, and families to measure and ensure all students are future ready. The Director will oversee implementation of all state required assessments and support stakeholders in understanding accountability data. The Director will work hand in hand with other departments to support school and student success and serve as a resource for program evaluation and data needs.

Chain of Command

The Director of Data, Assessment, and Accountability reports to the Associate Superintendent.

Competencies of the Director of Data, Assessment and Accountability

The Director of Data, Assessment, and Accountability shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona College and Career Ready Standards. Additionally, listed below are the leadership competencies required for this position:

- **Accountability-** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication-** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others-** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving-** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience-** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented-** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership-** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision-** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

Essential Duties

- Ensure all students have access and are offered an academic program and aligned assessments that prepare them for college and/or career success and meet state and federal guidelines in collaboration with curriculum teams.
- Coordinate the administration of all state and district assessments, including the creation of an annual district-wide assessment system and calendar.
- Provide content expertise in the area of data literacy and regular use of data to inform school, instructional, or programmatic changes. Combine data from multiple sources to improve accessibility to and usability of data across stakeholder groups.
- Lead the development, implementation, and evaluation of the district's System of Assessments as well as provide training and technical support for the development of formative assessments.
- Oversee student data collection and grading processes and develop a system to capture data on student competencies.
- Collect and utilize feedback from staff, parents, students, and community members regarding assessments and data platforms.
- Supervise, evaluate, and lead staff as outlined in the District organizational chart.
- Review and recommend Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Attend Board meetings and other leadership and community meetings upon request to serve as a resource and assist with presentations of information and/or recommendations.
- Collaborate with other administrators on strategic planning, policy development, and procedures.
- Work collaboratively with the Process and Performance Management team on program evaluation projects.
- Serve as a contributing member of the District Office team and on assigned committees.
- Serve as a liaison and have active involvement with professionals at the local, state, regional, and national levels.

Minimum Qualifications

M.A.Ed. in Curriculum and Instruction and/or Education Leadership

Knowledge and experience in the development and evaluation of curriculum and assessment

Knowledge and experience in professional development

Preferred Qualifications

Principal Certification or other administrative certification

Ph.D. in Curriculum and Instruction, Education Leadership or related field

Experience and demonstrated success as a district leader

Experience and demonstrated success as a school principal or assistant principal

Date Revised 2.8.2023