

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

<b>TITLE:</b>	Director, Analytics	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Director III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9749	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Continuous Improvement and Accountability Office	<b>SALARY:</b>	Range 19 Salary Schedule A
<b>REPORTS TO:</b>	Chief Continuous Improvement and Accountability Officer	<b>CABINET APPROVAL:</b>	07-01-17

---

---

**BASIC FUNCTION:**

The Analytics Director manages the internal/external research and program evaluation, data analysis, and reporting. The Director will coordinate, inform, and manage development, implementation, and communication related to the District's balanced accountability framework and direct the operation, planning, development, and administration of all District programs related to performance management and accountability.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Design, implement, and drive District-wide implementation of the District's performance management system. **E**

Direct the administration and/or scoring of national, state, District, and voluntary assessments ensuring the requirements associated with test administration, timelines, and reporting are met; direct development and administration of District assessments and related training activities. **E**

Coordinate the administration and implementation of District, state, and federal planning and accountability requirements, including all federal and state accountability measures, goal-setting and target-setting processes, and school development and implement site plans. **E**

Provide leadership to all personnel in the areas of assessment, performance management, accountability, and school improvement to ensure that all areas are coordinated to meet District goals. **E**

Establish systems and processes to promote and support a culture of data-driven decision making. **E**

Support the District's performance management initiative at multiple organizational levels, including oversight of development of dashboards and scorecards for ongoing performance monitoring and learning. **E**

Serve as a resource and liaison for the Board of Education, District leadership, school and District staff, District advisory committees, parent and community groups, and state and federal agencies on issues related to student achievement; District, state, and federal planning and accountability; assessment, research and evaluation; standards-based reform; and associated legislation/mandates. **E**

Direct data analysis and reporting activities associated with federal, state, county, and District mandates. Direct school-level data reporting and monitoring requirements, including development of customized reporting instruments; conduct specialized data analyses to inform District practice, and monitor school achievement and progress (including charter schools and District pilots). **E**

Represent the District at local, state, federal, and national meetings and other activities; remain current on applicable federal, state, and District laws, rules, regulations, and procedures affecting programs under the supervision of the division; review federal and state legislation and policy in order to make recommendations regarding the District's position. **E**

Manage the implementation of the School Quality Review process including the training of school staff and the scheduling of reviews. **E**

Oversee and ensure the completion and review of School Development and Improvement Plans. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct and lead a diverse team of professionals; prepare and deliver leadership training for direct reports. **E**

Compile information, and prepare and disseminate a variety of informational reports, concepts and policy papers, status reports, studies, brochures, and material for the Board of Education, District staff, parents, and other groups in the areas of division responsibility; prepare and submit applications, contracts, and reports to funding agencies; and operate a computer to input data and generate reports. **E**

Develop and prepare the department's annual budget; ensure accuracy and clarity; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; and provide direction for the monitoring of all general and categorically funded programs to assure compliance with applicable state and federal laws and regulations. **E**

Direct, supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Communicate and collaborate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; and model District standards of ethics and professionalism. **E**

Participate in District-wide strategic planning, development, and evaluation with all District leaders and enable them to make effective evidence-based decisions. **E**

Perform related duties consistent with the scope and intent of the position. **E**

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Minimum of a bachelor's degree in a field related to educational research, program evaluation, measurement, and statistics, social science, or other appropriate field. A minimum of 4 years of progressively responsible experience in education or a related profession in an educational institution, including substantial leadership and management experience related to one or more of the following: educational assessment and accountability, academic standards, performance metrics, strategic planning, school planning, program evaluation, data analysis and reporting, categorical programs, or large-scale data systems.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **KNOWLEDGE OF:**

Performance Management Balanced Accountability Framework.

State frameworks, curriculum, instruction, assessment, and academic initiatives.

National, state, and District educational goals and standards.

Knowledge and ability to oversee educational Assessment, Research, and Evaluation (AR&E) and Program Evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.

Principles of educational reform, research and evaluation program monitoring, data analysis, and reporting.

District educational initiatives, programs, and policies.

Principal networks and intricacies.

Charter oversight and management.

Educational administration, performance and project management, resource alignment, and strategic planning goals.

District policies related to standards, assessment, accountability, planning, promotion/retention, curriculum and instruction, data access and confidentiality, and related areas.

Large-scale student information data systems.

Leadership skills, and developing and supporting a professional learning community.

Culture, life styles, education, and social needs of ethnically diverse families.

Research methods, report writing, and presentation.

Budget preparation and control.

School district organization, operations, and objectives.

Current state and federal laws, codes, regulations, guidelines, policies, and procedures applicable to planning, assessment, educational accountability, and categorical programs.

Effective oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

#### ABILITY TO:

Provide data and interpretation to support decisions related to the improvement of instructional and operational programs.

Deliver high quality and high-efficacy services.

Effectively interpret educational and financial data.

Keep current about related educational research, innovations, and trends, as well as applicable federal, state, and District laws, rules, regulations, and procedures.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Establish and maintain effective working relationships with others.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Exercise effective decision-making and problem-solving.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze problems, make decisions, and be responsible for those decisions.

Plan, prioritize, and manage programs, projects, and budgets to meet timelines and utilize resources effectively.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and District standards of professional conduct as outlined in Board Policy.

#### WORKING CONDITIONS:

##### SAMPLE ENVIRONMENT:

Office environment; short timelines, frequently changing assignments, and priorities; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

**APPROVALS:**

---

Cancy McArn, Chief Human Resources Officer

---

Date

---

Jorge A. Aguilar, Superintendent

---

Date