

## DIRECTOR III: DATA, ASSESSMENT, AND SYSTEMS IMPROVEMENT

### DEFINITION

Under the administrative direction of the Executive Director of Student Support Services, the Director leads the Data and Assessment Department in advancing an integrated approach to data-informed leadership and continuous school and district improvement. The Director oversees the strategic application of data to support implementation science and district-wide strategic planning to ensure evidence-based actions are responsive to community context and district priorities.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Lead the Data and Assessment Department; develop and execute a vision for data-informed leadership that moves the district from compliance-based reporting to continuous improvement models.
- Provide data, interpret data and supporting data-driven decision making by school administrators and teachers for the improvement of teaching and learning throughout the district.
- Oversee the coordination of assessment practice, analysis, and implementation across all curriculum and support services departments
- Provide high-level support for the Local Control and Accountability Plan (LCAP) and School Plan for Student Achievement (SPSA) and other State accountability requirements; ensure metrics are aligned with district priorities and that site goals are rooted in rigorous data analysis.
- Serve as the district lead and/or support for data platforms; oversee the internal and external data requests to ensure security, privacy, and research integrity.
- Provide cross-departmental data support and coaching; lead annual site data summaries and provide direct coaching to school teams and leaders to foster a culture of data efficacy.
- Oversee and support the administration and analysis of Annual Surveys and other stakeholder perception data opportunities; ensure stakeholder voice is integrated into district decision-making and strategic pivots.
- Ensure the accuracy and timely submission of state and federal compliance data and state and federal assessments.

### QUALIFICATIONS GUIDE

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

#### Knowledge of:

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing education programs in California.

#### Ability to:

- Ability to guide departments through the stages of implementation, from exploration to sustainability.
- Proven ability to coach site principals and teacher leaders in "data-informed" vs. "data-driven" decision-making.
- Ability to align complex district data systems, surveys, and LCAP metrics into a cohesive narrative for the Board of Education and community.
- Ability to facilitate high-stakes meetings (Common Data Meetings, ILT) that require consensus-building and root-cause analysis.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective education programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.

**EDUCATION/EXPERIENCE:**

- Minimum of three (3) years of successful certificated experience.
- A Master's degree from an accredited college or university is preferred.
- Valid California teaching or other related Services credential.

**Licenses and other Requirements:**

- Valid California Administrative Services Credential.
- Valid California Driver's License.

**PHYSICAL DEMANDS:**

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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

The noise level in the work environment is usually moderate.

Travel between sites is required occasionally.

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