

# MONTEREY COUNTY OFFICE OF EDUCATION

## **DIRECTOR DATA, RESEARCH, AND PARTNERSHIPS EDUCATIONAL SERVICES**

**CLASSIFICATION:** Classified Management

**SALARY LEVEL:** 80

**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Assistant Superintendent of Educational Services, the Director of Data, Research, and Partnerships is responsible for conducting and supervising sophisticated data collection, analysis and reporting in collaboration with Monterey County school districts, as well as local and state agencies. The Director of Data, Research, and Partnerships is responsible for using advanced statistical software and visualization programs to identify and communicate strategic priorities for the purpose of advancing the educational outcomes of Monterey County students. This position works collaboratively with school, district and partnership leaders to fulfill the vision and mission of the Monterey County Office of Education.

### **SUPERVISOR:**

Assistant Superintendent, Educational Services

### **POSITION(S) SUPERVISED:**

Certificated and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

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

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The following is a list of duties that is representative of the position of Director of Data, Research, and Partnerships that includes but is not limited to:

- Utilize the latest statistical software (e.g. SPSS, STATA, etc.) to collect, analyze, and report complex data sets and supervise others in the process
- Perform sophisticated education analytics and apply advanced strategies using Tableau and other visualization programs to communicate data-informed insights to a diverse audience
- Draw conclusions from multiple data sets to inform and guide collaborative action teams in an effort to identify strategic priorities and implement improvement plans
- Identify and understand performance gaps highlighted on the California School Dashboard and provide deep analysis of strengths and needs according to state and local indicators

- Work collaboratively with school districts and local agencies in the process of identifying equity gaps and assist district teams to align related actions and services through Multi-Tiered Systems of Support
- Serve as an assigned lead on the Educational Services team, facilitating differentiated assistance supports to strengthen the transition to California's new systems of accountability
- Work collaboratively with the Educational Services team for the purpose of supporting Monterey County school districts to develop and implement data-informed Local Control and Accountability Plans (LCAP) that will result in high levels of student success
- Direct research design projects using a wide variety of qualitative and quantitative research methods to determine the appropriate investment of resources to meet locally-defined goals
- Foster collaborative partnerships between and among educational, business and community groups and organizations for the purpose of advancing the educational outcomes of Monterey County students
- Assist school and district teams throughout the county by providing the technical data support needed to evaluate formative assessment systems in alignment with summative indicators
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

### **OTHER DUTIES:**

Performs other job-related tasks as required

### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience:**

- Master's degree in related educational field
- Minimum of three (3) years of experience in advanced statistical analysis, data, and research design
- Minimum of three (3) years of public education experience
- Record of successful accomplishment in educational leadership, program management, and large-scale projects involving collaboration and effective outcomes

#### **Knowledge of:**

- Advanced theories, principles and practices of educational research design
- Organizational and operational structures of public and private entities
- Improvement Science methodologies to inform educational outcomes
- Student data analysis and the impact on transforming learning environments

- Leadership development theories and models of organizational change
- Relevant research and emerging developments and mandates in the field
- Techniques for working effectively with groups in workshops, meetings, committees, etc.
- Pertinent laws and regulations of the California Department of Education (CDE)

### **Skills and Abilities:**

- Effectively involve people in shared decision making
- Use advanced statistical software and perform advanced education analytics
- Deliver dynamic oral presentations to a wide range of large and small audiences
- Organize, implement and evaluate professional learning for staff
- Use appropriate technology for information processing
- Create strong partnerships with leaders throughout the county, region, and state
- Make difficult, sound, timely decisions
- Interact with and maintain cooperative relationships with all levels of the public
- Organize time to accommodate program activities and district requests
- Communicate effectively in the English language both orally and in writing
- Synthesize complex information and important understandings in related reports and presentations to facilitate action planning
- Effective use of industry standard software and digital tools for presentations, and document creation

### **Desirable Qualifications:**

- Doctoral degree in a relevant field
- Knowledge of grant writing/application development process
- Bilingual/Biliterate in Spanish

### **Licenses and Certifications:**

- California Driver's License with evidence of insurability