



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Director, Berkeley Research, Evaluation, and Assessment	REPORTS TO:	Superintendent
DEPARTMENT/SCHOOL:	Office of the Superintendent	CLASSIFICATION:	Certificated Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/217 Days 8 hours per day or duty days/hours as assigned
APPROVED: Board		SALARY GRADE:	Schedule: 12 Range: 8

BASIC FUNCTION:

The Director of the Berkeley Research, Evaluation, and Research (BREA) department is charged with supporting BUSD to focus on equity for students, with a special focus on student groups that have been historically underserved in American public schools: African American and Latinx students, English Language Learners, Asian American and Pacific Islander students, socioeconomically disadvantaged students, and students with disabilities, and homeless and foster youth. The Director of BREA is responsible for supporting the effective use of a variety of data for the purpose of improving outcomes for these and all students and families in Berkeley Unified School District.

The Director supports the Board of Education, Superintendent, Cabinet members, and school leaders - among others - to understand trends in student outcomes, and the impact of particular actions and programs on these outcomes.

REPRESENTATIVE DUTIES:

Direct, implement and administer the assessment, research, and evaluation services of the district; direct the administrative analysis, interpretation and results of district testing programs; provide process and product evaluation information to support decisions related to the improvement of instructional and categorical programs.

Evaluate the effectiveness of consolidated application programs and other federal, state, or privately funded programs.

Provide technical expertise, information and assistance regarding data collection, evaluation and findings.

Working with colleagues in Education Services and other departments, play a lead role in developing the capacity of administrators and school teams to understand how to interpret and act on data.

Develop the capacity of others in the school district, including program managers, to understand the principles of program evaluation and improvement science, including creating goals and metrics, the use of a variety of measures, and the ability to reflect and act on evidence.

Implement system-wide assessment programs; direct administration, scoring and outcome reporting of the programs; assist teachers and principals in test interpretation.

Direct the development and implementation of student assessment plans that support a standard-aligned, culturally responsive educational program.

Direct the development and implementation of evaluation plans that include appropriate process and product evaluation design, evaluation instruments, data collection techniques and timelines.

Assume responsibility for timely production, technical quality and accuracy, completeness and general quality of all reports, documents, grant evaluations and internal and external research projects produced by the department.

Make presentations to district and site personnel and community groups.

Communicate with other administrators, district personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to research and data collection fundings and results; maintain a longitudinal collection of data for reporting to state and federal agencies and for district purposes.

Supervise and evaluate the performance of assigned staff; interview and select employees, recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff.

Oversee the annual departmental budget; monitor and authorize expenditures in accordance with established guidelines.

Assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Perform related duties as assigned.

OTHER DUTIES:

KNOWLEDGE AND ABILITIES:

Fiscal management and budget preparation and control

Educational curricula, programs, and services at the elementary, middle, and high school level; including curriculum-embedded assessment.

Education assessments, including state assessments, as well as local benchmark and formative measures.

School district organization, operations and objectives

Principles and best practices of public communication with families, especially related to technical information

Oral and written communication skills

Principles and practices of administration, supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

ABILITY TO:

Organize and facilitate large group planning processes

Prepare presentations and utilize facilitation skills with large and small groups

Communicate clearly and effectively in speaking and writing to diverse audiences

Supervise and evaluate the performance of assigned staff

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Work independently with little direction

Plan and organize work

Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years increasingly responsible experience in school administration or the administration of public policy, non-profit management, fund development or related field. Master's or Doctorate degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office and/or online meeting environment

Driving a vehicle to conduct work

Work variable or evening hours

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting for extended periods of time