



## **ADMINISTRATIVE OPENING**

### **EXECUTIVE DIRECTOR OF RESEARCH, EVALUATION AND REPORTING**

The Yonkers Public Schools, a multicultural, urban school district of 27,000 students in southern Westchester County, seeks an Executive Director of Research, Evaluation and Reporting. The successful candidate will build relationships with a broad spectrum of stakeholders to execute the responsibilities of the department. This is a Competitive Civil Service Title. Therefore, the candidate will be required to take a Civil Service Exam. The responsibilities of this key management position include:

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for both developing and planning the functions and operations relating to areas such as research, evaluation, data management, and data support. The work includes monitoring, designing, and integrating evaluation research into programs which support the district's academic and student program goals. An incumbent in this position is also responsible for ensuring the accuracy and submission of data and information compiled for district and State reporting. While the ability to exercise independent judgement and make independent decisions is a requirement, general direction is received from administrative personnel. General supervision is exercised over assigned personnel. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Develop and publish District's assessment records online for transparency;  
Supports the creation, design, maintenance and use of assessment and other data reports used in classrooms, schools and Central Office departments for instruction and accountability;  
Prepare research and data reports requested by Superintendent of Schools based on relevant data sets, educational and social science research as well as best practices for administrators, teachers and staff as directed;  
Assist in formation and oversight of school based data teams utilizing research based protocols that result in shifts in instruction, pedagogy and student outcomes;  
Work in close cooperation with the Grant Office in the identification of grant funds for the achievement of institutional objectives; Assist in preparation of surveys, reports and data necessary for state, federal and private grants;  
Performs other such duties as assigned by the Superintendent/designee;  
Available for extended hours, evenings and weekends;  
Evaluates the use of the student, staff, and support services databases to facilitate effective use of data processing resources;  
Supervises the interpretation of school and district-wide test results and consults with instructional staff regarding implications;  
Implements and manages programs and procedures which facilitate the electronic transfer of student information throughout the district;

Directs data collection, reporting, and analysis/interpretation for the district's School Performance Accountability Plan;

Evaluates educational research findings and develops effective methods of communicating and disseminating the related findings to district personnel, along with recommendations for applicability to the district's educational programs;

Develops and updates manuals/policies for data management programs and procedures;

Develops studies to identify factors, e.g., community, economic, or organizational matters which may contribute to variations in performance within the school system, and suggest ways that these may be managed to improve levels of student achievement;

Supervises the development or selection, administration, interpretation, and reporting the district's evaluation programs and procedures;

Works collaboratively with other departments to ensure that reported data is accurate and comprehensive;

Attends and/or assigns directors to attend Committee and State Board Meetings.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the structure of the School District in research and evaluation including design, implementation, data collection, data analysis, and the interpretation of data, as well as the reporting of social scientific research;

good knowledge of educational testing and analysis;

working knowledge of instrument design and statistical analysis;

ability to establish and maintain effective working relationships with others;

ability to plan and supervise the work of others;

ability to communicate effectively both verbally and in writing;

good judgment; initiative; tact; courtesy; accuracy;

physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and five (5) years of experience in social scientific research or design and/or use of a comprehensive database evaluation system requiring computer programming skills to conduct data analysis in social science research, three (3) years of which must have been in a supervisory capacity; or
- B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree, and seven (7) years of experience as described in (A), two (2) years of which must have been in a supervisory capacity; or
- C) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree and ten (10) years of experience as described in (A) and (B), two (2) years of which must have been in a supervisory capacity; or
- D) An equivalent combination of training and experience as defined by the limits of (A) through (C).

**ADOPTED: YMCSC MTG. 12/13/16**  
**AMENDED: YMCSC MTG. 12/11/18**  
**CLASSIFICATION: COMPETITIVE**

**Starting Date: March 1, 2019**

**Salary: Commensurate with Experience**

Please send a letter of interest and resume by **February 1, 2019** to:

Beverly Riolo  
Executive Assistant to the Superintendent  
Yonkers Public Schools  
One Larkin Center  
Yonkers, New York 10701  
[briolo@yonkerspublicschools.org](mailto:briolo@yonkerspublicschools.org)

***We are an Equal Opportunity Employer***