

**Killeen Independent School District  
Job Description**

**Job Title:** Director for Innovation and Program Evaluation  
**Reports To:** Assistant Superintendent for Learning Services  
**FLSA Status:** Exempt

**SUMMARY:** Provides leadership in the areas of research, program evaluation, and data analysis. Responsible for the leadership and administration of district-wide functions involving educational research, analysis, and reporting, with a primary emphasis on student outcomes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Leads the planning and development of the district's evaluation program to obtain information on achievement of system-wide and individual school goals and objectives, to include Early Childhood and CCMR Board-Adopted Plans and Goals.

Oversees the development and implementation of the Teacher Incentive Allotment program.

Provides leadership in the development, implementation, and evaluation of district programs, to include Teacher Incentive Allotment program.

Leads the development and update of manuals, training manuals, and materials related to the Teacher Incentive Allotment program.

Oversees the development of student growth assessments related to the Teacher Incentive Allotment program.

Oversees, plans, implements, and executes the strategic vision regarding programmatic and/or operational initiatives.

Provides leadership and assists in identifying and evaluating key educational performance indicators, including trend data, and provides leadership for institutional planning activities, both short-range and long-range.

Provides leadership and assists in program evaluation, analysis of complex research data, and the design and implementation of quantitative and qualitative research.

Provides leadership in the planning, implementation, and evaluation of campus instructional programs and ensures the alignment of those programs with the district instructional expectations and models.

Provides updates to district leadership and the Board of Trustees regarding data and other critical information for district programs, as needed.

Provides updates and ensures compliance to policies established by federal and state law, State Board of Education rule, and local board policy, including TEA regulations, guidelines, and mandates related to assessment.

Leads the development of plans for leveraging organizational resources in order to capitalize on student growth opportunities, tracks progress, monitoring trends, and analyzes the return on investment.

Conducts ongoing qualitative and quantitative evaluation of programmatic and/or operational initiatives.

Conducts ongoing quantitative evaluation of teacher observations and student growth/achievement data to identify skews in data.

Reviews, coordinates, and monitors internal and external requests to conduct research within the district.

Provides program evaluation support to campuses and district leadership.

Obtains and uses evaluative findings, including student achievement data, to examine program and/or service effectiveness and to track student performance.

Provides professional development for school leadership staff regarding evaluation processes, the interpretation of data, and data-based decision making.

Determines and defines the variables most appropriate for answering questions related to student outcomes and the efficacy of district programs and services.

Establishes and routinely reinforces the expectation among district staff that every new and existing program should include an evaluation component that is systematically implemented, with resulting information shared for decision-making purposes.

Assists schools and departments in identifying quality indicators and in defining process and product outcomes pertinent to specific objectives.

Prepares internal and external correspondence and informational materials for multimedia presentations.

Facilitates strategic change with regard to innovative program development.

Performs other duties, as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **OTHER QUALIFICATIONS**

Strong communication skills, public relations, and interpersonal skills. Ability to interpret policy, procedures, and data; ability to analyze data, create reports, and make recommendations; ability to use databases, spreadsheets, word processing, and presentation software; must have the technical skills as related to research and planning needs.

### **EDUCATION and/or EXPERIENCE**

Master's degree in Business Administration, Education or equivalent, three years of related experience, a minimum of three (3) years of campus experience as an educator, and three (3) years of experience in managing, analyzing, and reporting data to inform decision making.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Teacher Certification, required; Principal Certificate, preferred

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, students, and general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate. Frequent district-wide travel to multiple campuses as assigned. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.