

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** **Director of Planning, Research, and Evaluation – Academic and Technology Operations**

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Manager of Information Systems  
Manager of Technology Operations  
Manager of Technology

**QUALIFICATIONS:**

1. New Jersey administrative certification as a Principal, Supervisor, or Chief School Administrator.
2. Master's degree with academic training in formative and common and summative research, evaluation and assessment.
3. Successful professional experience and/or advanced research preferred involving the collection and analysis of statistical information related to student performance and/or other topics related to academic success.
4. Successful experience with professional development leadership in a school setting.
5. Successful experience with the use of data to inform instruction and professional development.
6. Familiarity with the goals, methods, and constituent groups involved in elementary and secondary public education.
7. Demonstrated skill(s) in test administration, survey development and implementation, current methods of statistical data collection and analysis (including commercial software used in such processes), and the development of conclusions and recommendations based on data.
8. Demonstrated proficiency and successful experience using Microsoft Word, Excel, Access, PowerPoint, NJSMART and district student management system.
9. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
10. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
11. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
12. Such alternatives to the above qualifications as the Superintendent may find acceptable.

**PERFORMANCE RESPONSIBILITIES:**

1. Evaluates and counsels staff members within the IT department regarding their performance.
2. Assist in the development, with other administrative and professional staff, of procedures for the assessment of student progress and the attainment of curriculum objectives.
3. Develops, interprets and enforces regulations that are in accordance with Board policies and administrative procedure and which improve school effectiveness, security, and efficiency.
4. Develops, maintains, systematically, with other administrative and professional staff, evaluates and improves programs to enhance learning that respond to student and community needs and that reflect the involvement of those affected in the development.
5. Supports a program for personal and staff professional growth, cooperation and self-renewal which stimulates creativity and innovation.
6. Provides leadership and vision around educational technology with other administrative and professional staff, and the integration of technology for/with instruction.
7. Provides support to school leaders in decision-making around technology integration.
8. Collaborate with Cabinet Members to support the following school needs:
  - a) Accessibility Technology with the Director of Pupil Personnel Services
  - b) Budget and Facilities with the Business Administrator
  - c) Instructional Technology with the Assistant Superintendent of Curriculum and Instruction
  - d) Professional Development and Training for instructional technology with the Assistant Superintendent for Human Resources
  - e) Enrollment Technology with the Assistant Superintendent for Human Resources

Strategy & Planning

1. Participate in strategic and operational governance processes as a member of the senior management team.
2. Develop and maintain an appropriate IT organizational structure that supports the needs of the district.
3. Assess and communicate risks associated with IT investments and projects.

Acquisition & Deployment

1. Coordinate and facilitate consultation with stakeholders to define educational, administrative and systems requirements for new technology implementations.
2. Define and communicate plans, policies, and standards for the district for acquiring, implementing, and operating IT systems.
3. Establish lines of control for current and proposed academic information systems.

**A. Data and Assessment**

1. Support the district-wide assessment process to improve student performance by establishing systems and testing dates and policies.
2. Measure the level of student achievement of Common Core and New Jersey Core Curriculum Content Standards and State benchmarks in order to identify student needs. Provide schools with diagnostic and predictive information in identifying strengths and weaknesses in order to establish priorities in planning educational programs.
3. Implement and monitor state mandated tests in compliance with state requirements, including HSPA, Subject Specific End of Class Tests and Performance Assessments, NJ ASK, ACCESS for ELLs, and all other required standardized tests administered in the district.
4. Attend and turn-key all state assessment training sessions, policies and procedures to all administrators, test coordinators, and departments of specialized populations.
5. Coordinate proctoring and administration of tests in the schools.
6. Establish, implement and oversee the implementation of test security guidelines for the school system.
7. Provide professional learning opportunities for district staff in the areas of State Assessment, Formative and Summative Common Assessment, Analyzing Data, ESEA Guidelines and Strategic Plan writing.
8. Serve as a system and school liaison between the district and the NJDOE State Assessment Offices.
9. Provide website information to our students, parents and public in the areas of assessment and State benchmarks.
10. Identify and recommend to the Superintendent technology programs, costs and needs associated with the integration of advanced systems and technology use for evaluation and assessment.
11. Assist and support the district's schools to meet/exceed and interpret the student achievement measures for ESEA at federal, state and local levels.
12. Assist in formulation, establishment, and implementation of system accountability plans, school benchmarks, and district report card to close gaps between and among all students and different groups of students.

**B. Assessment Data Coordination and Reporting**

1. Direct and coordinate efforts between all schools and departments to maintain the integrity of student demographic data in the district's Student Information System to integrate with NJSMART.
2. Perform statistical measurement of population variables and other types of data related to student performance.
3. Provide technical expertise for analysis, interpretation and reporting of all student assessment data.
4. Develop and present data and analysis reports, including conclusions and interpretations of statistical data and analysis for application to district programs.
5. Analyze and report data and test score results to the schools, district, parents and public in accordance with State mandates.
6. Direct and manage all data and submissions to the NJDOE via NJSMART as well as the comprehensive application of that data to improve the quality of instructional programs and student achievement.

**C. ESEA Supervision**

In partnership with the Assistant Superintendent for Curriculum and Instruction:

1. Serve as a system and school liaison between the district and the NJDOE ESEA, Title I and Accountability Offices.
2. Have knowledge of federal legislation, regulations, and guidance.
3. Organize and conduct meetings with constituent groups as part of the district's ESEA Committee to identify program plans and priority problem areas for district schools.
4. Establish eligibility of Title I schools and allocation of funds.
5. Provide technical expertise for the analysis, interpretation and reporting of all assessment data.
6. Such other responsibilities as may be directed.

Approved: March 22, 2016

Revised: April 11, 2019