



Longview Independent School District HR Services

Job Title: Director of Planning & Analysis

Exemption Status: Exempt/226 days

Reports to: Chief Innovation Officer

Date Revised: 9-1-2020

Dept./School: Innovation Office

Pay Grade: Administrative 6

Primary Purpose:

Develop, implement, and supervise the district's Performance Monitoring & Evaluation department within the Office of Innovation. This position will be responsible for ensuring that the district's operating partners are making satisfactory progress towards the goals set out in the Performance Agreements. This position will be integral in the development and performance of the Annual Performance Report for each of the district's operating partners, including formative and summative data analysis, determination of appropriate reporting requirements, and the ongoing gathering of evidence in order to carry out a comprehensive performance evaluation for each operating partner.

Qualifications:

Education/Certification:

Master's degree in Educational Administration or Curriculum and Instruction
Texas Mid-management certification or appropriate supervisor certification
Certified Texas Teacher Evaluation and Support System Appraiser

Special Knowledge/Skills/Abilities:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to evaluate educational program performance
- Thorough knowledge of state and local accountability systems
- Ability to coordinate between and among the district and its operating partners
- Ability to interpret data and perform data analysis
- Strong communication, public relations, and interpersonal skills

Experience:

Minimum of 3 years of successful experience as a classroom teacher.
Five years of experience in instructional leadership roles preferred



Major Responsibilities and Duties:

Major responsibilities and duties of this position include the following. Employees in this position will perform some or all of the following tasks. Other duties may be assigned.

1. Provide oversight and direction for the district's monitoring and evaluation program for its operating partners.
2. Ensure appropriate compliance measures are accomplished according to state and federal law and according to the Performance Agreements.
3. Ensure the validity and integrity of the assessment programs of operating partners
4. Provide data and reports to the district, its partners, and the Board of Trustees as directed.
5. Develop a reporting calendar that provides operating partners an opportunity to periodically report to the district's Board of Trustees.
6. Provide guidance and support for district partners in the development and analysis of their assessment systems.
7. Develop a method for gathering and analyzing data in a meaningful way that will provide useful information to the district and its operating partners.
8. Monitor and evaluate the operating partner's goals and comprehensive needs assessments.
9. Provide training as appropriate for district employees as well as operating partners.
10. Participate in professional development activities to maintain current knowledge of regulations.
11. Maintain confidentiality in the conduct of district business.
12. Occasionally perform work beyond a standard 40-hour work week when work-load requires.
13. Other duties may be assigned as needed.

Supervisory Responsibilities:

Provide appropriate supervision as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/ Equipment Used: Standard office equipment including personal computer and peripherals; camera; video camera



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Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____