



Human Resources Section
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Executive Director, Research & Development (524)
Office of Accountability & Assessments, Hodge Building, Oklahoma City
(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction, actively assist the assistant superintendent in the full implementation of all components of the Oklahoma School Testing Program (OSTP) and accountability system.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree, master's degree preferred *[official transcript(s) required]* and experience which required planning, implementation, research, evaluation and maintenance of programs.

Special Qualifications: Computer science/management information systems course work at an accredited college or university preferred.
Programming proficiency in MS ASP and SQL Server 2000 is desirable.
Proficiency in SPSS, Crystal Reports, Java, FoxPro, and COBOL is desirable.

KNOWLEDGE/SKILLS/ABILITIES

- Applicant must possess strong communication skills.
- Considerable knowledge of theory and methods of statistical research, evaluation, assessment, planning and analysis.
- Ability to effectively utilize computerized statistical software and other technologies to enhance the precision and sophistication of research findings.
- Ability to assist in directing the work of others; to establish and maintain effective relationships with other employees, school officials, and the public; to present facts and opinions clearly, concisely and objectively; to analyze situations correctly and to adopt an effective course of action; to engage in several projects simultaneously.
- Ability to review and translate specifications to write programs to produce desired results; to develop and use appropriate testing protocols; and to use and interpret technical manuals and publications.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Knowledge of computer technology; of programming languages; and of coding processes and security measures.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.
- Applicants must be willing and able to perform necessary job-related travel.

EXAMPLES OF WORK PERFORMED

- Work with federal program leaders at the State Department of Education in the development and completion of reports and other analyses related to federal assessment requirements.
- Establish criteria in working with the Committee of Practitioners (COP) for the identification of schools in need of improvement, schools on the move, and distinguished schools.
- Maintain and develop Quality Control procedures for components with Accountability and Assessments program.
- Conduct research that analyzes and reports assessment results in relation to state content and performance standards to determine progress toward attainment of those standards including the District and Site Report Card Books for OSTP results and Reading Sufficiency results.
- Simulate data results for decision-making purposes based on legislative guidelines through sub committees.
- Conduct collaborative research with curriculum and federal programs staff to identify programmatic strengths/weaknesses and other useful findings.
- Generate comprehensive report card publications and Title I annual reports that graphically depict results of the OTSP.
- Complete surveys and data-related requests from various entities as needed.
- Work with district test coordinators, federal programs coordinators and other key school district persons to keep them informed of all pertinent testing issues, changes and upcoming state and federal assessment/evaluation activities.
- Disaggregate data based on established criteria or given parameters.
- Review and analyze organization business needs; confer with users to evaluate requirements, discuss solutions, and develop plans of approach.
- Analyze and design program logic, screen layouts, reports, station criteria and testing criteria to support development of new or enhanced systems.
- Perform ongoing maintenance and review of application systems and programs; identify problems and develop appropriate solutions.
- Perform related duties as assigned.

COMPENSATION

Minimum Annual Salary - \$55,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4502

Posted: February 29, 2012

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