



OaklandSchools

Position Opening GENERAL ANNOUNCEMENT

Leadership and School Improvement - Research, Evaluation and Assessment Consultant District and School Services Posted May 31, 2018

Job Title:	Leadership and School Improvement - Research, Evaluation and Assessment Consultant
FLSA Status:	Exempt
Salary Band:	Market Range 15
Performance Area:	Educational Services
Department:	District and School Services
Supervisor Title:	Supervisor for Leadership and School Improvement

Position Summary: Provide consulting services and professional development in program evaluation, assessment and research to the local school districts in Oakland County.

Essential Functions and Tasks:

- Provide leadership and direction to Oakland Schools and local school districts in research and evaluation activities while supporting the development, implementation and monitoring of programs.
- Conduct workshops and in-district professional development activities to build educator capacity on how to develop effective and meaningful data collection methods in the cognitive and affective domains in order to effectively evaluate programs, strategies or processes.
- Collect and analyze data and research information associated with research projects, program evaluations, customer information systems and other data warehouse systems; prepare a report summarizing findings and recommendations.
- Keep abreast of new methodologies, developments and trends in program evaluation, educational research, evaluation and assessment.
- Work within Leadership and School Improvement team to support districts in identifying, designing, monitoring, and evaluating quality improvement plans designed to support increased student achievement.
- Maintain current knowledge of local, state, and federal rules and regulations governing assigned functions.
- Respond to a variety of data and information requests.
- Provide support to districts and schools identified within the State System of Support (SSoS).

- Participate in the development and implementation of departmental strategic/operational plans, programs, systems, standard operating procedures, technologies, and recordkeeping practices.
- Work cooperatively with other departments and external parties to resolve problems and exchange information.
- Serve as a resource to Oakland Schools' staff, local school personnel, government and community agencies, professional organizations and others.
- Work cooperatively with parents, local school administrators and staff, multidisciplinary evaluation teams, curriculum councils, community groups, and others on matters related to research, evaluation, assessment and accountability as well as particular concerns.

Job Qualifications:

- Master's degree required. Doctorate degree preferred.
- Three or more years of related experience.
- Statistical Package for the Social Sciences (SPSS or PASW) literate preferred.
- Other certifications may be required based upon assignment.
- Ability to properly utilize tools and equipment necessary in conducting professional development workshops.
- Ability to properly operate required office equipment such as a personal computer.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the "Key Work Competencies" expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employment Terms:

Twelve month work year. Salary based on the Progression Increment Salary System, Market Range 15 with an annual salary range of \$92,857 to \$106,176.

Application Deadline:

Applications will be accepted until 4:00 pm, Friday, June 22, 2018 or until position is filled.

NOTE:

Recruitment for this position will be a multi-step process. Interested candidates must be available to interview on July 9, 2018 as well as July 19, 2018 at the Oakland Schools, Main Campus (2111 Pontiac Lake Road, Waterford, MI).

Apply To:

- **Go to:** <https://oakland.k12.mi.us/employment/job-postings/pages/default.aspx>
- **Click** "View all Open Positions in OHRC Districts"
- **Click** "Broken Down by District", **Click** "Oakland Schools"
- **Click** on Desired Position and on the "**Apply**" button in the upper right corner and follow prompts.

For questions regarding this position please contact Alicia Beck at 248.209.2143.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic

information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

Before you submit your resume and letter of interest, please read the following important instructions/information:

- Please indicate in your letter of interest how you found out about this position opening and the title of the position you are applying for.
- If you are selected for a first round interview, Oakland Schools will contact you via telephone after the initial posting closing date. Resumes submitted on or prior to the initial posting closing date will be given first consideration.
- If you currently subscribe to a privacy manager telephone service, please be advised that this service may hinder Oakland Schools' ability to contact you for the purpose of scheduling an interview.