

## Job Description

**Job Title:** Director of Academic Progress

**Position Code:** JE25

**Job Classification:** Exempt

**Supervisor:** Chief Academic Officer

**Pay Grade:**

**Contract Length:** 245 Days

### Job Summary

Position is responsible for supervising all members of the Department of Academic Progress, for performing quality assurance functions in support of school and division academic progress while closing the disparity gap. Prepare presentations, provides leadership and assistance to schools in planning, designing and improving the instructional program through data analysis. Position is responsible for providing data support services to central office, schools and students.

### Essential Duties

1. Supervises all members of the Academic Progress staff.
2. Collects, organizes, interprets, and reports division wide benchmark data.
3. Monitors accreditation and provides data and analysis services to support school improvement.
4. Develop and maintain data structures and systems to support school reporting.
5. Collaborates with school principals and their leadership teams to analyze relevant data and develop strategic, actionable plans for addressing areas of strength and weakness. Works with Executive Directors of School Leadership to monitor and adjust plans accordingly.
6. Work with schools and central office to interpret, plan, collect, analyze, and communicate data and other information to a wide variety of constituents throughout the school division.
7. Collaborates with other departments on matters of assessment and academic progress.
8. Provides interpretation and reporting of statistical data which addresses varied audiences.
9. Interprets, compiles, and reports results to a variety of audiences including the School Board and Senior Staff.
10. Formulates proposals for the development and revision of division policies pertaining to research and evaluation.
11. Monitors state and federal educational policies relating to research and evaluation.
12. Tracks and analyzes current trends in education; and reports its potential impact on the school division.
13. Serves as Chair of the Research Authorization Committee and in that role approves and monitors research projects conducted within the school system
14. Provides assistance with research design and the interpretation of results of research projects conducted by division employees.
15. Initiates and maintains effective liaisons with other school divisions, and professional societies to maintain a current knowledge of educational assessment.
16. Serves as liaison between technology and academic progress staff.
17. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs any other related duties as assigned by the Chief Academic Officer or other appropriate administrators.

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree in education or related field with emphasis on Research, Assessment and Evaluation. Public education (PreK-12) experience required. Thorough knowledge of the principles, practices, and procedures of data collection and analysis; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Director will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date