

Anoka-Hennepin Independent School District #11

Job Description

Title: Research, Evaluation and Testing Data Compliance Manager
Department: Research, Evaluation and Testing (RET)
Reports to: Executive Director of Research, Evaluation and Testing
Prepared: March 26, 2024

SUMMARY OF RESPONSIBILITIES

Coordinate and monitor all administrative functions in the RET Office. Ensure data compliance with federal, state, and local requirements. Maintain the annual district and state testing calendars. Oversee MCA and other state testing rules, regulations, and administration. Train district and building staff regarding state testing policies and procedures. Support districtwide testing and proctor training. Coordinate mass mailings and special projects. Facilitate assessment tool and other technology support.

DUTIES AND RESPONSIBILITIES:

- Provide oversight of and accountability for state and federal compliance consistent with state and federal assessment policies and statutes.
- Design and implement processes and internal control procedures to ensure that all district schools and departments are in compliance with applicable assessment and accountability legal requirements and district policies. Monitor procedures and information to ensure continued compliance.
- Supervise and manage state data reporting system as it relates to students with limited or interrupted formal education, migrant students, and recently arrived English learners.
- Develop, communicate, and coordinate the overall strategy for standardized assessment administration across all schools, programs and instructional departments and develops processes to guide decision-making throughout the organization.
- Establish and maintain standardized assessment practices and processes that meet the needs of the organization, complying with all state and federal requirements and protocols.
- Create and maintain technical documentation and interact and work within a team.
- Provides analysis of system's needs, creates comprehensive assessment plans and manages the implementation of these plans, including designing and delivering training to staff across all district sites.
- Analyzes and determines solutions for issues arising during standardized assessments.
- Coordinate and facilitate the work of the Research, Evaluation and Testing assessment team with school sites for the purpose of a consistent team approach to school assessment administration support.
- Develop and maintain process for managing and maintaining historical test data including the processes for creating and preparing files for districtwide accessibility in data systems, with regular analysis to facilitate continuous improvement of these practices.
- Research and analyze discrepancies in assessment data and student demographics for the purpose of ensuring accuracy and adherence to reporting procedures.

- Manage communication with vendors related to assessment administration and software. Resolve related issues, maintain open relations between vendors and the district.
- Confer with federal and state government officials on regulatory and accountability matters relating to standardized assessment administration and district operations as necessary.
- Assist Executive Director with budget development, management and monitoring.

SUPERVISORY RESPONSIBILITIES

Directly supervises department secretaries and Research, Evaluation and Testing Technician. Under the direction of the Executive Director of Research, Evaluation and Testing has the responsibility for direction, coordination, performance evaluation and supervision of these employees in accordance with school district policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND/OR EXPERIENCE

Requires Bachelor's degree and/or several years' experience in related field. Microsoft Certification or five years' experience with PC databases desired. State testing experience desired.

KNOWLEDGE, SKILLS AND ABILITIES

Requires advanced skills in large-scale database management including understanding file structure, coding data, merging files, etc.

Ability and willingness to learn or comprehensive knowledge of large-scale testing programs.

Experience with standardized testing, such as state-required tests, including proper test administration and security

Experience in formative and summative assessments

Understanding of data-informed decision making

Strong aptitude for computerized data processing and databases (Excel, SPSS, R, NVivo, ACCESS, etc.)

Knowledge of budget development and management

Skill in planning, designing and maintaining information systems

Strong communication skills, both written and oral including presentation skills

Willingness and ability to work flexibly and collaboratively, as well as the ability to work independently

Excellent troubleshooting, problem-solving and organizational skills

Ability to work effectively with diverse groups of people.

Ability to maintain regular attendance, which includes completing daily assigned times.

WORK ENVIRONMENT

Most work is performed in an office or school building. The noise level in the work environment is usually quiet.