



MANAGER – SYSTEMS PLANNING AND PERFORMANCE

BASIC FUNCTION

Under general direction, manage the operations, activities, staff and budget of one or more divisions of the Systems Planning and Performance department; oversee, monitor and evaluate progress toward meeting the department's strategic goals; define, evaluate and implement objectives, work plans, schedules and commitment of resources to ensure that outcomes meet reporting needs, expectations and goals; coordinate and verify completion of Federal, state and District administrative reports.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Manage and oversee the functions and staff of one or more designated divisions within the Systems Planning and Performance department, such as accountability, reporting, assessment, training, research, evaluation, analytics, or similar. "E"
- Oversee projects, coordinate resources and timelines and evaluate and approve activities and projects; evaluate the effectiveness or benefit of research proposals, consolidated application programs and other federal, state, or privately funded programs and approve or recommend participation or continuation of studies; assure appropriate equipment, materials, personnel and other resources are available to meet data or assessment collection, analysis and presentation needs. "E"
- Collaborate and exchange information with district organizational units, stakeholders, agencies or external partners to set requirements and oversee the collection, analysis and reporting of data to represent the district's interests, inform district supports and services and comply with reporting requirements; monitor, support and manage assigned projects from implementation through completion to ensure data collected measures intended specifications "E"
- Participate in the development and implementation of district wide strategic plans, policies, procedures and programs through the collection, analysis, evaluation and presentation of data; implement corresponding strategic direction and communicate objectives for assigned division and staff. "E"
- Manage the development and implementation of system-wide assessment, research and evaluation plans or other data collection programs to be administered across the district, including appropriate process and product evaluation design, evaluation instruments, data collection or assessment techniques and timelines; coordinate administration, scoring, and outcome reporting of the programs. "E"
- Lead, participate in and assure the timely production, quality, accuracy, completeness and technical quality of reports, documents, grant evaluations and internal and external research projects produced within assigned division(s); audit, validate and assess data collection and analysis and prepare a variety of narrative, statistical, summative reports, visualizations, records and files related to assigned activities. "E"
- Serve as a technical resource and provide information regarding areas of technical expertise to district leadership, department management, staff and stakeholders; develop a variety of materials and presentations for district administration, personnel, parents, the general public and other community stakeholders to explain data collection, reporting, evaluation or similar processes and procedures including schedules, reporting requirements and details related to district, state, federal and other testing or reporting programs. "E"
- Interpret, explain and assure compliance with laws related to data collection, test security, student confidentiality and Board policies and procedures related to data retention, accountability and assessment of students. "E"
- Participate in, develop and present professional development and other trainings on system access and use, interpretation of research and evaluation reports and assessment data and overall data literacy for a wide

variety of audiences with various levels of data literacy including teachers, principals, district leadership and community stakeholders. "E"

- Authorize and control expenditures in accordance with established policies and procedures as appropriate; provide forecasting recommendations and input in the budget planning process. "E"
- Maintain and develop professional skills for self and employees through ongoing training and career development, including self-study, classroom training, and industry seminars and workshops; attend, participate in and represent the district at a variety of meetings, conferences, seminars and trainings related to assigned activities. "E"
- Supervise and evaluate the performance of assigned staff, communicate job expectations, train, coach, counsel and evaluate employees; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. "E"
- Lead assigned staff and team members in identifying process improvement opportunities or strategies to increase reliability of data, and validity of results to better achieve desired goals and objectives; collaborate to develop new data related tools for collection of formative, interim and assessment data and in the development of reports to support effective data utilization. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Manager – System Planning and Performance provides guidance, direction, consultation and technical expertise regarding the work of one or more assigned divisions within the Systems, Planning and Performance department. The Manager may specialize in specific area or in multiple areas of the department such as research and evaluation studies, assessment, data analysis or reporting; employees in this classification supervise, monitor and evaluate projects, processes and staff under their purview and focus on proactive development and deployment of systems and structures.

EMPLOYMENT STANDARDS

Knowledge of:

State, federal and district accountability and assessment programs as well as reporting requirements related to the assignment.

Strategies for representative sampling; sampling theory and variations of random sampling.

Standard quantitative and qualitative analysis approaches and methodologies including, survey and research design, thematic coding and descriptive and inferential statistics.

Educational research and evaluation including measurement theory, statistics, computer systems and evaluation theory.

Data Visualization software (e.g. Tableau and Crystal Reports) their applications and uses as assigned by the position.

Programming languages, including visual basic and SQL as assigned by the position.

Strategic planning, organization and project and workflow management techniques.

District policies, procedures, and organizational structure.

Applicable local, state and federal laws, codes, rules and regulations.

Oral and written communication skills.

Principles of employee management, development, motivation, supervision and training.

Principles of budget administration, public agency and purchasing principles, preparation and controls.

Public education business processes and student information management programs and applications.

Interpersonal skills using tact, patience and courtesy; techniques and principles of high-quality customer service.

Ability to:

Plan, organize, control and administer an assigned area of the district's System Planning and Performance services, staff and activities.

Assure efficient and timely delivery of program services, projects and activities; meet key deadlines for reporting and accountability initiatives.

Demonstrate professional level expertise in technical activities of assigned discipline(s).

Communicate technical research or data concepts and procedures to a variety of audiences and serve as a technical resource for District personnel.

Think strategically and develop short and long term research, evaluation and assessment plans; lead and participate in the development and implementation of, division policies and practices.

Operate a computer, use statistical software for measurement, testing, and evaluation and generate a variety of reports.

Read, understand and provide detailed information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.

Maintain current knowledge on trends and developments in the assessment, research and evaluation field.

Coordinate and verify completion of federal, state and district administrative reports.

Advocate for best practices in research, evaluation and assessment techniques and methodologies.

Monitor and control expenditures to ensure compliance with budget.

Conduct studies, analyze data and prepare, deliver and direct the preparation of a variety of public presentations, comprehensive narrative and statistical reports.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative.

Educate, lead, promote and champion a culture that encourages and embraces diversity in the workplace.

Establish and maintain collaborative working relationships across teams, functions and layers with district staff and external stakeholders.

Supervise, plan, direct and evaluate the work of others.

Deliver a high-level of customer service to district stakeholders.

Analyze situations accurately and adopt an effective course of action.

Maintain confidentiality and demonstrate discretion, initiative and good judgment.

Education, Training and Experience:

A Bachelor's degree in business, education, statistics, computer science or a related field, supplemented by college – level coursework in research, evaluation, measurement and/or statistics *and* a minimum of five (5) years of experience performing professional-level educational research, evaluation or assessment activities, of which two (2) years must have included actively managing professional technical staff, operations and budgets, is required.

Or

A Master's degree in business, education, statistics, computer science or a related field, supplemented by college – level coursework in research, evaluation, measurement and/or statistics *and* a minimum of three (3) years of experience performing professional-level educational research, evaluation or assessment activities, of which two (2) years must have included actively managing professional technical staff, operations and budgets, is required.

Or

A Doctorate in Educational Research or other closely related subject, and one (1) year of experience actively managing professional research, operations and budgets and evaluating technical staff, is required.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

*FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 43*

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service. Board of Education Policy 1.80.020-P