



SPP MANAGER - PERFORMANCE AND EVALUATION

BASIC FUNCTION

The Manager of Performance and Evaluation will work directly with their supervisor, the Chief Strategic Officer, and collaborate with the Manager Strategic Initiatives to develop and implement frameworks and tools for analyzing and reporting on system performance. This position has supervisory, budgetary and financial responsibilities within the Systems Planning and Performance Department.

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”
- 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”
- Develop and implement research-based frameworks and tools for analyzing and reporting on overall system performance. This includes development of the district’s Key Performance Indicators and District Scorecard, and individual School Scorecards. Analyze and develop reports on annual system performance, inclusive of trends in closing the achievement and opportunity gap between racial and ethnic groups. “E”
- Lead the collaborative process for developing KPIs – including documented methodology in alignment with the district’s vision and strategic plan. Develop and conduct presentations and consultations with stakeholders across the system. Conduct trainings with internal staff with respect to progress on Key Performance Indicators; leverage digital tools and applications for data visualization. “E”
- Work closely with supervisor and Manager Strategic Initiatives to inform the Balanced Scorecard for PPS and individual departments. Develop understanding and research base for the impact of climate and culture, human capital development, and resources investment on system outcomes. Document alignment and research-base of Key Performance Indicators and Balanced Scorecard. “E”
- Lead the design and implementation of evaluation services aligned to strategic priorities and system investments. Identify for evaluation services high-leverage areas of system improvement crossing multiple departments. Advise on partnership opportunities with respect to evaluation services. “E”
- Lead the design and implementation of multi-purpose, scalable evaluation and data collections tools. Determine methodology for analyzing and incorporating qualitative data as a core component of measuring system performance and continuous improvement. “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. “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”
- 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”
- Authorize and control expenditures in accordance with established policies and procedures as appropriate; provide forecasting recommendations and input in the budget planning process; manage associated budget, and execute on contracts with vendors and service providers. “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 Performance and Evaluation provides guidance, direction, consultation and technical expertise regarding the work of one or more assigned divisions within the Systems, Planning and Performance department. This position may specialize in specific area(s) for the department, such as research and evaluation studies, assessment, data analysis or reporting; development and design of tools, strategic plans, policies, procedures and programs; and collection of data according to the laws and regulations and district policy. Staff supervision, guidance and evaluation, including employment actions are part of this positions responsibilities.

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.

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 Schools 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 and Training and Experience:

A Bachelor's degree in business, education, statistics, computer science or 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, operation and budgets.

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** 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, operation and budgets.

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 extensive student, parent and 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 or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; 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; 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: 12-13-2017

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