



Houston Independent School District

Job Description

POSITION TITLE: Manager, Research & Accountability (HERC)		CONTRACT LENGTH: 12M
DATE: 04/30/09		DATE OF LAST REVISION: 10/12/17
JOB CODE: RA0035	PAY GRADE: 30	FLSA EXEMPTION STATUS: E
Job Family – Research & Accountability		

JOB SUMMARY

Manages and coordinates the activities of the Houston Education Research Consortium on behalf of the district. Supervises research specialists in support of the data and research needs of HERC. Directs the design and execution of the district’s research agenda. Coordinates with district stakeholders and university researchers on the design, execution, and analysis of educational research for districtwide strategy planning and decision-making. Applies in-depth knowledge of local, state, and federal accountability systems, assessment programs, district policies and programs, and performance management to direct the activities of HERC on behalf of the district that have critical impact on long-term district wide objectives.

MAJOR DUTIES & RESPONSIBILITIES	
	List most important duties first
1.	Applies in-depth knowledge of local, state, and federal accountability systems, assessment programs, district policies and programs, and collaborates with district stakeholders to create and execute the district’s research agenda that has significant impact on the performance of the district.
2.	Oversees research staff in providing data for research projects using district wide data gathering and analysis and multiple data sources.
3.	Collaborates and communicates with senior leadership and university researchers to design and execute research studies for districtwide strategy planning and decision-making.
4.	Establishes relationships with internal and external stakeholders to ensure the development of high-quality products, processes, or solutions.
5.	Selects effective employees and conducts performance reviews of staff. Identifies professional development and training needs for department staff and effective utilization of district and HERC resources. Conducts needs assessments to allocate resources and balance staff work loads of projects.
6.	Performs other job-related duties as assigned.



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EDUCATION Master's Degree or higher with experience working specifically with educational research, preferably at both district and post-secondary institution levels.
WORK EXPERIENCE 3 to 5 years
TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION PeopleSoft, Microsoft Office, SAP, Chancery Office equipment (e.g., computer, copier) Understanding of statistics, research methods, data management, student testing, and project management.
LEADERSHIP RESPONSIBILITIES Manages. Accomplishes the majority of work objectives through the management of direct reports. Provides day-to-day direction to staff; may become directly involved, as required, to meet schedules and resolve problems. Responsible for assigning work, meeting completion dates, interpreting and ensuring application of policies and procedures. Receives assignments in the form of objectives, with goals and the process by which to meet goals. Provides input to hiring, performance and budget.
WORK COMPLEXITY/INDEPENDENT JUDGMENT Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.
BUDGET AUTHORITY Participates in a group plan and/or budget development
PROBLEM SOLVING Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.
IMPACT OF DECISIONS Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.
COMMUNICATION/INTERACTIONS Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.
CUSTOMER RELATIONSHIPS Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.
WORKING/ENVIRONMENTAL CONDITIONS Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.