



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Teaching and Learning Department
Director of Data, Educational Technology, and Accountability
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Job Title:	Director of Data, Educational Technology, and Accountability
Classification:	<input type="checkbox"/> Classified - represented (CSEA) <input type="checkbox"/> Classified - unrepresented <input type="checkbox"/> Classified Management - unrepresented <input type="checkbox"/> Certificated - represented (CTA) <input type="checkbox"/> Certificated - unrepresented <input checked="" type="checkbox"/> Certificated Management - unrepresented
Work Year:	222 Work Days/12 Months Longevity Pay
Hours/ Schedule	Unrepresented staff
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; Master's/Doctoral Degree stipends; mileage stipend, and vacation time
Salary Range:	\$172,038 to \$205,421
Approval Dates:	Board of Trustees: February 2025

OVERVIEW OF SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

The South San Francisco Unified School District (SSFUSD) community includes 15 schools supporting 8,000 students in Daly City, San Bruno, and South San Francisco.

Our mission is that in partnership with our community, SSFUSD will provide exceptional instruction, engaging experiences, and equitable and accessible opportunities and resources to further support our diverse student body so that students are equipped to learn, thrive, navigate their future with purpose, and impact their community.

In February 2024, the School Board for SSFUSD adopted our new [Vision and Five-Year Strategic Plan](#). As a leader in the district, the Director of Data, Ed Tech, and Accountability will be responsible for leading initiatives to ensure the district delivers on its promises in the Strategic Plan.

POSITION SUMMARY

Under the direct supervision of the Assistant Superintendent of Teaching and Learning, the Director of Data, Educational Technology, and Accountability will ensure and be available to provide direct support to various teams such that the district, school leaders, educators, and the broader SSFUSD community have accurate, actionable student performance and outcome data to set goals, inform decisions, and evaluate progress. The Director will also manage the compliance, reporting, and accountability for the district, and oversee our education technology strategy and implementation. The Director will also perform



highly-skilled administrative, clerical, and technical tasks and other duties as assigned.

ESSENTIAL DUTIES

Student Performance and Outcomes Data

- Direct and implement comprehensive systems of student performance evaluation, including coordination of the district's state mandated testing programs.
- Manage the timely creation of accurate, comprehensible, accessible, and actionable data reports and evaluation findings for teachers, principals, community members, Superintendent's Cabinet, and Board of Education, and provide support to those constituents in analyzing, decision making, and planning based on that data.
- Goal setting:
 - Support Chief of Strategy and Communications in setting goals and measures of success for districtwide student outcomes;
 - Collaborate with other district and school leaders to clarify impact measures and targets for new vendors, partners, initiatives and/or programs.
- Plan, design, and evaluate the effectiveness of SSFUSD programs / initiatives, especially their impact on student outcomes utilizing quantitative and qualitative measures, including evaluation of local initiatives as well as federal, state, and other categorical programs
- Coordinate with Director of Curriculum, Instruction and Assessment to ensure that any technical needs are met for assessment administration (e.g., for CAASPP, DIBELS, etc)
- Manage data team, including a research analyst, educational data analyst, and program evaluation analyst.

Compliance, Reporting, and Accountability

- In collaboration with the Asst. Supt. of Teaching & Learning, revise and implement the district's Local Control and Accountability Plan (LCAP), and support site leaders to update their School Accountability Report Card (SARC), including supporting site leaders with setting ambitious goals, reviewing plans at a district level for alignment with district priorities, supporting site leaders with implementation, and sharing plans with the community;
- In collaboration with the Asst. Supt. of Teaching and Learning, ensure that Categorical Programs are administered effectively, efficiently, and in compliance with all state and federal requirements;
- Manage the Categorical Programs Analyst to apply for, monitor progress, and report on all categorical programs, in compliance with state / federal requirements.

Educational Technology

- Ensure that we have appropriate educational technology (hardware and software) to meet the instructional needs of our learners;
- Regularly review our educational technology, and oversee processes to identify, adopt, and implement new educational technology (with input from other T&L directors and the Director of Technology); this includes developing a training plan for educators who will be using the technology;
- Liaise with vendors, coordinate with the Business Services team on relevant



- contracts, and manage district-wide ed tech purchase and distribution;
- Manage Instructional Technologist and Ed Tech TOSA (teacher on special assignment) to support the effective, efficient use of educational technology in the district;
- Oversee CTIs at schools, in collaboration with the Director of Technology; this includes developing and leading professional learning, and clarifying responsibilities, priorities, and expectations for staff in the CTI role.

Organizational Leadership

- Serve as a member of the leadership team within the Teaching & Learning Department.
- Work with the Assistant Superintendent of Teaching & Learning, other Teaching & Learning directors, and other district leaders to implement the Strategic Plan, including annual strategic initiatives in service of the Strategic Plan.
- Collaborate with other leaders to ensure alignment across district programs and initiatives.
- Model SSFUSD values and equity- and student-centered leadership.
- Perform other duties as assigned by their supervisor and the Superintendent of South San Francisco Unified School District.

****Note:** The job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*

COMPETENCIES:

Abilities:

- Problem-solving
 - Ability to problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules.
 - Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
 - Ability to gather, collate, interpret, and analyze data.
 - Ability to analyze issues and create and implement action plans.
- Collaboration
 - Ability to work respectfully with diverse individuals and/or groups.
 - Use tact, discretion, and empathy to resolve internal staff matters.
 - Seek continuous feedback and proactively adjust approaches to improve human capital functions.
 - Ability to effectively express ideas orally and in writing.
 - Ability to establish and maintain effective working relationships and to effectively work as part of a team.
 - Ability to interpret educational policies and procedures.
 - Ability to work independently with little to no supervision.
- Research design and program evaluation
 - Ability to provide coaching on research design, methodological, and statistical decisions.



- Ability to analyze trends and patterns in data to extract actionable insights.

Knowledge:

- Knowledge of research methods, statistical analysis, and program evaluation using both qualitative and quantitative data and advanced statistical software in an applied setting.
- Knowledge of research tools and techniques.
- Knowledge of public education, teaching, learning, and accountability issues.
- Knowledge of applicable local, state, and federal laws and regulations related to educational data sources, data privacy regulations, and compliance requirements.
- Proficiency in descriptive and some inferential statistics, qualitative research methods, and effective data visualization

Skills:

- Skill in planning, developing, designing, and implementing activities that support educational research and program evaluation.
- Management of teams and individuals, including supervising and coordinating staff, setting goals, coaching, holding people accountable, coaching, and ensuring the team is aligned to district priorities.
- Establish and maintain effective collegial relationships with other people of diverse backgrounds, identities, experiences, and personalities, to model our district's core values and advance our district's mission, goals, and strategic priorities toward our district's vision.
- Customer service orientation and ability to build customer service oriented systems.
- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of district staff, students, families, community members, and other educational partners.
- Operate computer technology, related software, and other office equipment, and flexibly learn new applications and systems as needed.
- Meet district standards of professional and ethical conduct as outlined in Governing Board Policies and Administrative Regulations.

Physical requirements:

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table, or in meetings of various configurations.
- Ability to sit, stand, and traverse for extended periods of time.
- Ability to see for purposes of performing duties, responsibilities, and activities.
- Ability to understand speech at normal levels.
- Ability to read laws and codes, rules and policies, and a variety of other printed materials and digital screens, and prepare/process documents.
- Ability to operate standard office equipment, computer technology including keyboard, and other equipment necessary to complete required duties, responsibilities, and activities.
- Ability to listen and speak with others to clearly and understandably communicate and exchange information during conversation.



- Ability to walk, twist, stoop, crouch, kneel, bend/over, grasp, reach overhead, push, pull, move, lift and/or carry 0-50 pounds to waist height.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS:

- **Education:**
 - Preferred: Master's Degree and/or Doctoral Degree (Ed.D.) from accredited college or university in education, statistics, research analysis, or related field.
 - Required: Bachelor's Degree from accredited college or university
- **Experience:**
 - Preferred: At least three (3) years in a PK-12 public school system-level management role; At least three (3) years as a PK-12 public school site leader (Principal/Assistant Principal); at least three (3) years experience in educational research, evaluation, testing, and/or technology
 - Required:
 - At least three (3) years of PK-12 public school teaching experience;
 - At least two (2) years experience as a direct manager of other staff;
 - At least one (1) of the following:
 - At least three (3) years as a PK-12 public school site leader (Principal/Assistant Principal), OR
 - At least three (3) years in a PK-12 public school system-level role (e.g., Curriculum & Instruction Specialist, TOSA, or Director of Curriculum), OR
 - At least three (3) years experience in educational research, evaluation, testing, and/or technology.
- **Licenses:**
 - Preferred: None
 - Required: Valid California Driver's License
- **Certifications:**
 - Preferred: None
 - Required: Valid Administrator's Credential; California Department of Justice & Federal Bureau of Investigation Criminal Background Check/Fingerprint Clearance

WORKING CONDITIONS

- **Environment:** Office environment with travel between District offices, school sites, and other facilities. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **Hazards:** Driving a vehicle during adverse weather conditions. Frequent interruptions.

NON-DISCRIMINATION POLICY:

South San Francisco Unified School District programs, activities, and employment shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or



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genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)