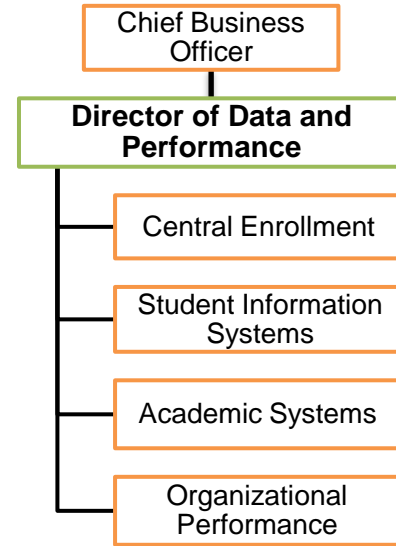


**DIRECTOR OF DATA AND PERFORMANCE**

<b>Job Title:</b>	Director of Data and Performance
<b>Initial:</b>	October 23, 2019
<b>Revised:</b>	June 3, 2022
<b>Work Year:</b>	Full Year
<b>Office:</b>	Business
<b>Department:</b>	Data and Performance
<b>Reports To:</b>	Chief Business Officer
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative Pay Schedule

**Related Organization Chart**



**POSITION SUMMARY:** The Director of Data and Performance is responsible to lead and integrate data services, performance excellence initiatives, leadership recruitment/succession, and customer service quality. The director will serve as the identified leader of the data services team, the primary leaders of our performance excellence initiative, the promoter of a new edition of the Peak Partners Leadership Academy (*Leadership D49*) and the facilitator of an initiative to raise customer service quality to role model levels.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Enhance the district’s ability to manage and enhance data services, including the collection, integration, analysis, securing, and reporting of all types of student and organizational performance data.
- Lead the district’s overall performance excellence efforts, including being the primary leader aligning our performance to the Baldrige quality criteria and being the primary liaison from the central office to performance excellence systems (Empower<sup>FZ</sup>, POWER Plan, Sand Creek Pillars, iConnect Rigor and Relevance) in zones and departments.
- Coordinate with senior leaders, building leaders, and HR team members to facilitate leadership recruitment and succession for employee leaders as well as community leaders on school and district committees and teams, including the Board of Education. The Director will be responsible to lead a second round of community leadership development (reviving the Peak Partners Leadership Academy).
- Lead a service initiative in collaboration with the directors of communication, HR, culture & services as well as the chief officers and SLT to implement best practices for internal and external customer service.
- Supervise the data services team as it is clarified and composed.
- Facilitate the performance excellence team—especially the process of generating the annual performance report to the community, BOE, and any external evaluators the district may select.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Supervision & Technical Responsibilities:** The Director of Data and Performance directly supervises employees associated with the Central Registration, Student Information Systems, Academic Systems, Organizational Excellence functions.

**Budget Responsibility:** The director is responsible for developing, administering, monitoring and coordinating all assigned budgets and initiating requisitions.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

### **Education & Training:**

- Master's degree preferred, with experience in business systems leadership, leadership development, customer service training and performance excellence initiatives.

### **Experience:**

- A minimum of five (5) years of experience as an organizational executive.
- General working knowledge of data management and personnel systems.
- Familiarity with leadership development and succession planning.

### **Knowledge Skills & Abilities:**

- Excellent written and verbal communication skills.
- Ability to work well with others in a diverse educational community.
- Significant experience in organizational development.
- Demonstrated knowledge of computer application skills (i.e. Microsoft Word, Excel, PowerPoint).
- Operating knowledge of and experience with personal computers and software, basic office equipment.

### **CERTIFICATES, LICENSES, & REGISTRATIONS:**

- The candidate should hold or be willing to pursue certification as a performance excellence examiner (through Rocky Mountain Performance Excellence or the Baldrige Foundation).

### **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

**Work Environment:** The noise level in the work environment is usually moderate.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, evaluate, use interpersonal skills, and compile. Frequently required to synthesize and analyze. Occasionally required to compare and copy.