

# Winnipeg School Division Staff Vacancy

**Announcement No: PTS2018-2019-17**  
**Posting Date: May 28, 2019**

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## **Director of Research, Planning and Evaluation Research, Planning & Technology Services**

Under the general direction of and reporting to the Superintendent of Educational Services, the Director of Research, Planning and Evaluation coordinates, and develops the Winnipeg School Division's (WSD) research analysis, supporting the organization's Performance and Progress with a focus on impacting student outcomes and leads the enrollment planning. The Director oversees the research department and supports improvement by working with decision-makers across the Winnipeg School Division (WSD) to enhance the understanding, collection, and use of data in decision-making. The Director coordinates the preparation of required Board, Division and Manitoba Education reports, and the evaluation of programs.

The Director of Research, Planning and Evaluation shall also provide assistance in the overall administration of a designated cluster group of schools. In particular, the Director shall assist in:

- The assessment of Cluster needs and the preparation of school plans.
- The development and implementation of specific programs and initiatives in the schools.
- Responding to requests from schools, parents/guardians, community groups, agencies and individuals, and providing support as required.
- The preparation of briefs, reports and other items as required.

The Director of Research, Planning and Evaluation participates as a member of the Senior Administrative Team, and in meetings of the Board of Trustees as required.

**Starting Date: Flexible start date up to and including September 1, 2019**

**Duties and responsibilities may include but are not limited to the following:**

### **Leadership:**

- Provides leadership in all matters within defined areas of responsibility.
- Provides for the professional development of staff and administrators required to support programs and services.
- Provides support to members of the senior administration in identifying and addressing issues of concern in education; in general and specifically related to this portfolio.
- Supports the implementation of Division priorities.
- Provides leadership in evaluation and data analysis.
- Leads and collaborates on Winnipeg School Division research and evaluation activities to meet the needs of strategic plan and Divisional goals, including serving as liaison to community partners.
- Organizes and prioritizes critical issues and required information for the Winnipeg School Division to facilitate efficient decision making.
- Provides direction and support to cluster/groups of schools.
- Oversees and leads Information Systems Department.
- Supervises the Manager of Information Systems.

- Oversees the selection, management and coordination of new hardware, software and new ordering systems.

### **Technology Support:**

- Coordinating the monitoring and review of the implementation of technology as part of the instructional process.
- Assisting individuals and groups of schools in the processes for adaptation and/or development of technology supports for the delivery of curricula.
- Coordinating the development of the Division's Five-Year Educational Technology Plan.

### **Research:**

- Plans, leads and conducts research activities aimed at enhancing the organization's performance and planning, enrollment projections, and other Winnipeg School Division needs.
- Leads and manages day-to-day operations of the Research unit including supervision of personnel, project management and assessment, resource allocation and financial management.
- Analyzes the results of research and assessment projects, prepares written reports and oral presentations of findings, and communicates strategic information to a variety of audiences;
- Provides workshops and other educational opportunities for staff to enhance their knowledge and skills in the area of assessment and evaluation process; interpretation of data, data-based decision-making and strategic planning.
- Provides leadership in reviewing information to ensure timely resolutions to all problems and to help determine what information or subjects should be elevated.
- Develops and implements an annual research plan and related reporting.
- Determines, with Senior Administration, the primary benchmarks and performance indicators, develops, and maintains accurate database for use in program evaluation and Division research, with regard to monitoring trends.
- Supports and provides data for required Manitoba Education and Training initiatives, and reporting requirements.
- Recommends and implements research tools, research design, statistical and analytical techniques, and best practices.
- Evaluates, consults for and coordinates the fulfillment of diverse and hoc research requests.
- Provides and interprets data on enrollment, retention, transfers, community and workforce needs and related issues.
- Oversees data integrity, quality assurance and common data definitions and ensures that Winnipeg School Division data collection and reporting processes are reliable, valid and ethical.
- Trains decision-makers to enhance the collection and appropriate use of data throughout the Winnipeg School Division.
- Determines and defines variables most appropriate for answering questions related to outcomes and efficacy of Division programs and services.
- Applies appropriate quantitative and qualitative research design and statistical techniques to collect, prepare and maintain data for the purpose of reports or evaluations.
- Provides guidance to Winnipeg School Division in utilizing existing research products and developing new ones.
- Provides leadership to the Winnipeg School Division by staying abreast of emerging research needs and techniques.

**Financial Management:**

- Monitors and controls expenditures with the allocated budgets to ensure efficient utilization of resources while meeting student needs and program objectives.

**Supervision and Management:**

- Supervises, mentors and manages assigned staff.
- Supervises and manages school staff in collaboration with Principals.

**Community Relations:**

- Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested Division stakeholders.
- Serves on committees, participates in activities, and represents the Division as warranted.

**Health and Safety:**

- Ensures that all staff supervised have completed required health and safety training.
- Completes all mandatory safety education sessions and re-certifications.
- Adheres to all workplace health and safety regulations, policies and safe work practices.

**Other:**

- Maintains and updates professional skills and knowledge, and integrates into the work environment new knowledge acquired through continuing education and professional development opportunities.
- Performs other related duties within this classification and other related classifications not exceeding skills and capabilities as requires.

**Education and Experience:**

Masters degree. A minimum of 7 years' experience in a leadership capacity including instruction, curriculum and assessment across a variety of instructional levels. An equivalent combination of related education and experience may be considered. A valid Manitoba Teaching Certificate is required.

**Qualifications:**

- Demonstrated commitment to public education, knowledge of the current issues facing the education system, and openness to understanding education culture;
- Graduate level coursework in statistics and research methodology;
- Experience leading teams for research and /or assessment;
- Demonstrated leadership skills and the ability to work as a team member;
- Strong staff supervision skills, mentors staff and supports professional learning;
- Successful administrative and teaching experience;
- Excellent planning, organizational, and project management skills, and financial management skills;
- Ability to plan strategically, initiate action research to achieve desired outcomes for multiple initiatives in both politically as well as culturally sensitive environments;

- Proven ability to foster engagement and collaborative partnerships with a diversity of stakeholders and communities;
- Ability to communicate sensitive and complex information to a wide variety of audiences;
- Superior interpersonal, organizational, critical thinking and communication skills;
- Proficiency in utilizing computer applications, including statistical analysis, spreadsheets, word-processing, statistical software, and database software;
- Experience participating in continuous improvement and/or strategic planning efforts in educational institutions or other organizations;
- Experience in conducting assessment, planning, and research that contributes to data-driven decision making;
- Demonstrated ability to organize, prioritize and maintain confidentiality;
- Demonstrated experience in project management;
- Demonstrated experience analyzing data and preparing reports and executive summaries for use in organizational and programmatic decision-making;
- Demonstrated expertise working with community partners, government department/agencies and elected Boards;
- French would be an asset.

### **How to apply:**

Interested individuals may apply online by accessing Employee Connect (use the Staff Services link on the top right menu bar of the WSD home page) or [www.winnipegssd.ca/careers](http://www.winnipegssd.ca/careers) and clicking on the Senior Administration & Professional link. Applicants must provide an up-to-date cover letter and résumé stating qualifications, experience, and three (3) references.

<p><b>Closing Date: June 12, 2019 at 4:00 P.M.</b></p>
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**The Division has an Employment Equity policy, which strives towards a fair representation of women, Indigenous peoples, persons living with disabilities and minorities at all levels within the Division.**