

The Ottawa-Carleton District School Board is a dynamic, creative learning organization that fosters the achievement, well-being and dignity of every student.

The OCDSB is the largest school district in Eastern Ontario, serving 73,000 students in 147 schools.

**WE ARE  
HIRING**



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

*We are seeking a dynamic, committed professional to join our team:*

## **General Manager - Research, Evaluation and Analytics Division**

**100%, Regular**

**\$120,800 to \$141,000 per annum\***

***\*Please note that this position is currently under job evaluation review and may be subject to change in terms of reporting relationships, classification, and annual salary.***

---

The General Manager of the Research, Evaluation and Analytics Division (READ) is responsible for providing system leadership in the planning, design, and implementation of comprehensive research and evaluation services; and developing assessment and accountability systems which support decision making at the Board level.. The General Manager liaises with internal and external stakeholders to ensure services align with strategic priorities, human resource and business strategies.

### **Main Responsibilities:**

The General Manager will ensure a comprehensive research and evaluation strategy that embeds a data equity framework and complies with research ethics, Board policies and procedures, and provincial legislation (e.g. Ontario Anti-Racism Act, its regulations and associated Data Standards) to support decision-making at the system, school, classroom, and student level by:

- Maintaining in-depth knowledge of current research, program evaluation, assessment, and accountability issues in education to support capacity building throughout the organization;
- Overseeing the development, field-testing and implementation of data collection tools to capture a broad range of quantitative and qualitative data to support school and system planning;
- Overseeing and ensuring quality control standards are applied to the design and implementation of all phases of research, evaluation, assessment, and accountability projects, including data collection, analysis, interpretation, and reporting;
- Leading the development of an accountability framework to support evidence-informed decision making and responsible use of data to monitor impact of initiatives at the system, school, classroom and student level in order to improve outcomes for students and eliminate systemic barriers and biases;
- Designing, deliverings and/or coordinating the delivery of professional development and training to all levels of staff in the organization to build capacity in the interpretation and use of a broad range of quantitative and qualitative data;
- Managing operational requirements of the Research, Evaluation & Analytics Division;

- Fostering staff well-being, collaboration, and teamwork, with a commitment to equity and inclusion;
- Preparing, administering and monitoring operating budgets and special purpose funding/grants;
- Advising the Executive Officer on any impact that provincial funding may have on service delivery; and
- Facilitating accountability through the cooperation and integration of READ financial transactions with Purchasing/Finance.

### **Required Skills and Abilities**

This position requires managerial and leadership experience with the ability to manage in a diverse environment, as well as leading, coaching and motivating teams and establishing and meeting goals. Sound knowledge of research and program evaluation methods is required, along with knowledge of research ethics, data equity, assessment and accountability issues in education. Excellent communication skills (oral and written) are required in order to provide consultations, request pertinent information, and make presentations in large or small group settings. The incumbent must also demonstrate strong interpersonal skills to establish and maintain effective working relationships with stakeholders. Excellent organizational and project management skills are required, as well as juggling multiple demands and working within short and conflicting deadlines. The incumbent must have a demonstrated ability to make decisions and be accountable for those decisions.

### **Candidate Profile**

These skills would normally be acquired through completion of a Master's degree in social sciences with graduate level training in research methods, program evaluation, qualitative and quantitative analysis and advanced statistics, along with a minimum of 8 to 10 years experience conducting and managing educational research, evaluation and accountability systems in a diverse, high-volume environment. A Doctorate degree in social sciences is considered an asset. An equivalent combination of education and experience may also be considered.

### **Application Process:**

The Ottawa-Carleton District School Board uses Apply to Education (ATE) to manage applications for all job competitions. Visit our Careers website at [www.ocdsb.ca](http://www.ocdsb.ca) to locate the job posting and apply to this employment opportunity; or you may choose to submit your application (cover letter and resume) to [hrcompetitions@ocdsb.ca](mailto:hrcompetitions@ocdsb.ca)

**Application Deadline: May 24, 2023 at 2:00 pm.**

**We thank all applicants that express an interest in this position; however, only those selected for an interview will be contacted.**

Our people serve students, colleagues, families and community partners. We invite people of all abilities, orientations, faiths, ethnicities, races, genders and ages to join us as we create learning and working spaces that honour the unceded and unsundered land of the Algonquin people, and respect, value and increasingly reflect the diversity of Ottawa. Your lived experience is an essential contribution to deliver the education every student deserves with dignity.