

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

EVALUATION COORDINATOR

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Graduate training in measurement and evaluation theory, concepts, and practice and in statistical methodology and procedures.
- (3) Prefer experience in administration and / or supervision and experience in program evaluation, management of databases and statistical software.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of trends, theory and practice in planning, research, and evaluation. Ability to read and interpret journals, articles, research studies, Florida Statutes, State Board rules, and School Board policies. Knowledge of group dynamics. Demonstrated written and oral communication skills. Ability to organize and prioritize. Ability to present complex data and materials to a variety of audiences.

REPORTS TO:

Director of Research, Evaluation, and Policy

<p>JOB GOAL</p> <p>To assist in the planning, design, implementation, and reporting of research and evaluation activities, including assessment, accountability, school improvement, and program evaluations.</p>
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SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

EVALUATION COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assist in designing and conducting research projects aligned with District initiatives.
- * (2) Design and conduct program evaluations, including methods and techniques to be used.
- * (3) Assist in coordinating accountability and school improvement activities.
- * (4) Analyze and interpret statistical data and train school, program / project staff, and District staff in the analysis, interpretation and use of data for decision making.
- * (5) Prepare technical reports, results of data analyses, surveys, and procedural manuals.
- * (6) Prepare formal reports of research and evaluation services.
- * (7) Assist in the evaluation of grants as needed.

Interagency Communication and Delivery

- * (8) Interpret and present data to varied audiences.
- * (9) Collaborate with other departments and schools in educational planning, improvement, and evaluation activities.
- * (10) Maintain contact and interaction with District and state personnel on matters related to assessment, accountability, and program evaluation.
- * (11) Interpret accountability and school improvement mandates.
- * (12) Communicate effectively orally and in writing.

Professional Growth and Improvement

- * (13) Design and conduct needs assessments.
- * (14) Collaborate in staff development planning for relevant areas.
- * (15) Participate in workshops, conferences, and District and state meetings as appropriate.
- * (16) Keep well-informed and up-to-date about trends and developments in research and evaluation theory and practices.
- * (17) Keep up-to-date on state mandates and priorities as they relate to assigned responsibilities.

Systemic Functions

- * (18) Serve on District committees and task forces in support of District initiatives and priorities.
- * (19) Maintain appropriate records and documentation of activities and measurement instruments used.
- * (20) Keep the Director of Research, Evaluation, and Policy informed of potential problems, events of an unusual nature, or pertinent data and facts.
- (21) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (22) Maintain and model high standards of professional conduct.
- * (23) Contribute to department planning activities, including short- and long-term goals, budget, personnel selection, and use of resources.
- * (24) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- * (25) Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- * (26) Facilitate problem-solving by individuals or groups.

*Essential Performance Responsibilities