

FLSA: EXEMPT

TITLE I PROGRAM EVALUATOR

DEFINITION:

The main functions of the Program Evaluator are to collect, compile, analyze, summarize, and provide information in user-friendly formats that can be used by the district for purposes of improving instruction and learning. In addition to responsibilities of meeting the data, evaluation, and reporting needs of Title I and Title III, this individual will assist with the school improvement process by working with sites and central office staff in the development and implementation of school improvement plans while analyzing and evaluating the effectiveness of various plans

REPORTS TO: Director of Title I Programs

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS:

Obtain, analyze, and provide valid, reliable, meaningful, and useful report information for the purpose of evaluating and improving the effectiveness of federally funded district programs.

Work collaboratively with departments and schools to design, analyze, and interpret data and make recommendations for program improvement.

Provide comprehensive, meaningful, and useful report presentations to school sites as well as department and school improvement teams.

Meet regularly with the Director of Title I.

Design and implement various data collection methods and data analysis procedures.

Provide professional development on the school improvement process and the understanding and use of data for instructional decision-making.

Perform all other duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Working knowledge, ability, and skills in working with software programs such as Excel, Access, CorelDraw, and SPSS.

High level of interpersonal skills is preferred.

Excellent oral and written communication skills.

Working knowledge of the school improvement process and its implementation.

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

Master's degree with emphasis in quantitative and qualitative research methods, survey design, and evaluation is preferred.

A minimum of 2 years experience in research and evaluation of instructional programs is preferred.