



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Coordinator, Evaluation, Assessment and Continuous Improvement

**Class Code: 1506
Work Days: 225**

GENERAL PURPOSE

Design, coordinate, and manage the implementation of internal and external evaluation projects; serve as a resource for Orange County school district's administrative teams in the areas of outcomes and performance; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Develop, coordinate, and monitor program evaluations including instrumentation decisions, data collection strategies, decisions concerning data integrity, data analysis coordination, program monitoring and reporting.
 3. Coordinate preparation, negotiation, and administration of proposed evaluation budgets for new programs.
 4. Analyze data for assisting districts with analysis of student groups, program effectiveness, and differentials between school sites, with the purpose of supporting districts and school sites to meet student and teacher program goals.
 5. Oversee the recruitment, interviews, hiring, and supervision of short-term staff. Determine appropriate skill set needed for specific tasks and assign staff to tasks as needed.
 6. Identify training needs and develop workshops for Orange County schools and districts regarding program evaluation, assessment, and continuous improvement practices.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Conduct presentations in the use of data linkages between educational institutions and including schools, districts and institutions of higher education and other issues related to continuous improvement and accountability.
8. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness as required by grant agencies and program leaders.
9. Meet with partners to determine details of contracts and to determine the most effective evaluation strategies.
10. Ensure timely and accurate submission of invoices for services and adhere to required fiscal procedures and follow up.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles and strategies of effective education program evaluation and current statistical practices.
2. Recent research finding and trends relating to education and student achievement and program evaluation.
3. Achievement gap and role of equity in school systems including research and evidence based practices to close the achievement gap.
4. Descriptive and inferential statistical techniques, interpretation, validation, and application to measure instructional outcomes.
5. Evaluation concepts, framework, theories, and designs.
6. Data collection systems related to educational research, program evaluation analysis, and developing logic models.
7. Current district and school improvement practices; Implementation and Improvement Science.
8. Statistical software in current use.
9. Research design and data integrity issues.
10. Procedures, methods, and techniques of management and organization.

Ability and Skill to:

1. Conduct workshops, trainings, and presentations.
2. Engage in creative problem solving, data analysis, and implementation of plans with fidelity and integrity.
3. Analyze and interpret data, drawing meaning and conclusions from quantitative and/or qualitative data results, and clearly describing them in non-technical terms.

Ability and Skill to (cont.):

4. Create and maintain a strong and cooperative working relationship with schools, districts, and educational agencies.
5. Prepare clear and concise reports, creating graphs using data visualization tools.
6. Communicate clearly and concisely, both orally and in writing.
7. Develop and deliver information on testing and evaluation results to multiple stakeholder groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in mathematics, education, social science, or a related field, and four years of increasingly responsible experience in program evaluation.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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