



**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 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 being 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; and implement policies and procedures.
 2. Develop, coordinate, and monitor program evaluations, including instrumentation decisions, data collection strategies, decisions concerning data integrity, data analysis coordination, and program monitoring and reporting.
 3. Support districts in aligning differentiated assistance work to improvement processes and facilitate discussions with districts to ensure data review is comprehensive.
 4. Coordinate the preparation, negotiation, and administration of proposed evaluation budgets for new programs.
 5. Analyze data to assist districts with the analysis of student groups, program effectiveness, and differentials between school sites, with the purpose of supporting districts and school sites in meeting student and teacher program goals.
 6. Oversee the recruitment, interviews, hiring, and supervision of short-term staff. Determine the appropriate skill set needed for specific tasks and assign staff to tasks as needed.
 7. Identify training needs and develop workshops for Orange County schools and districts regarding program evaluation and continuous improvement practices; and provide consultation and technical assistance to schools and districts related to evaluation and continuous improvement.
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8. Conduct presentations in the use of data linkages between educational institutions, including schools, districts, and institutions of higher education, and other issues related to continuous improvement and accountability.
 9. Maintain records pertaining to program services; compile reports and statistical information for evaluation of program effectiveness as required by grant agencies and program leaders.
 10. Meet with partners to determine the details of contracts and to determine the most effective evaluation strategies.
 11. Ensure timely and accurate submission of invoices for services and adhere to required fiscal procedures and follow-up.
 12. Must demonstrate attendance sufficient to complete the duties of the position as required.
 13. 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 findings 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. Engage in creative problem-solving, data analysis, and implementation of plans with fidelity and integrity.
2. Analyze and interpret data, drawing meaning and conclusions from quantitative and/or qualitative data results and clearly describing them in non-technical terms.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.

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6. Develop and present training materials.
 7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 8. Prepare clear and concise correspondence and reports and create graphs using data visualization tools.
 9. Communicate clearly and concisely, both orally and in writing.
 10. 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 in mathematics, education, social science, or a related field and four (4) years of 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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

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 essential functions.

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