



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

Program Specialist, Assessment and Evaluation

Class Code: 1398

Work Days: 225

GENERAL PURPOSE

Design, negotiate, and coordinate evaluation projects both internal to Orange County Department of Education (OCDE) and with external partners; collaborate with partners to design and implement evaluation programs; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over technical and 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. Coordinate countywide networks in support of assessment and evaluation; collaborate with partners to determine details of the contracts related to survey development, program evaluations, workshops, and other services.
 3. Design, develop, establish, and coordinate evaluation programs and processes in order to respond to program and district needs.
 4. Facilitate the implementation of program evaluations, including instrumentation decisions, data collection strategies, decisions concerning data integrity, data analysis coordination, and reporting.
 5. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 6. Provide support to county education agencies in meeting survey needs. Provide services and/or consultations to assist in the development, analysis, and communication of data.
 7. Collect data regarding the needs of various programs in the area of benchmark assessments and other student achievement information.
 8. Assist with fiscal oversight as needed, including developing budgets and determining project costs.
 9. Represent OCDE in the community and at various county, regional, and state meetings when relevant.
-

-
10. Coordinate 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 required.
 11. Ensure timely and accurate submission of invoices for services and adhere to required fiscal procedures and follow-up.
 12. Evaluate available resources in areas of assessment and evaluation and report on strengths and weaknesses to external audiences.
 13. Identify training needs and develop workshops for Orange County schools and districts regarding program evaluation and assessment.
 14. Demonstrate attendance sufficient to complete the duties of the position as required.
 15. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
2. Procedures, methods, and techniques of research and evaluation, including quantitative and qualitative methods.
3. Educational program evaluation practices.
4. State testing programs.
5. Descriptive and inferential statistics.
6. Statistical software in current use.
7. Research design and data integrity issues.
8. Trends and legislative issues related to educational program evaluation practices.
9. Procedures, methods, and techniques of project and workflow management and organization.
10. Pertinent federal, state, and local laws, education and health codes, regulations, and standards/principles.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Monitor data collection strategies at multiple sites.
5. Determine appropriate data analysis techniques for the type of data received.
6. Interpret complex analysis results and clearly describe them in non-technical terms.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.

-
9. Develop and present training materials.
 10. Prepare clear and concise correspondence, reports, and other written materials.
 11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 12. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small 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 related field; four (4) years of experience in program or project development and management; or an equivalent combination of training and experience.

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 variable pressure.