



**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 OCDE and with our external partners; collaborate with partners to determine contract details and design evaluation program; and facilitate implementation of program evaluation plans for various educational programs in the county and region. Plan and coordinate multiple elements of program evaluations in concurrent projects and support assessment needs in local school districts including local benchmark exams and standardized testing; 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; implement policies and procedures.
 2. Meet with partners to determine details of contracts and to determine the most effective evaluation strategies.
 3. Collaborate with partners to determine details of the contracts related to survey development, program evaluations, workshops and other services.
 4. Design, develop, and establish evaluation programs and processes in order to respond to program and district needs.
 5. Coordinate 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. Participate in the preparation, negotiation, and administration of proposed evaluation budgets for new programs.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Facilitate the implementation of program evaluations including instrumentation decisions, data collection strategies, decisions concerning data integrity, data analysis coordination, and reporting.
8. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
9. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
10. 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.
11. Coordinate countywide networks in support of assessment and evaluation.
12. Collect data regarding needs of various programs in the area of benchmark assessments and other student achievement information.
13. Assist with fiscal oversight as needed, including developing budgets and determining project costs.
14. Represent OCDE in the community and at various county, regional, and state meetings when relevant.
15. Stay abreast of trends and legislative issues related to educational program evaluation practices.
16. Submit periodic reports as required by grant agencies and program leaders.
17. Ensure timely and accurate submission of invoices for services and adhere to required fiscal
18. procedures and follow up.
19. Coordinate program evaluation efforts for curricular and learning support programs.
20. Evaluate available resources in areas of assessment and evaluation, and report on strengths and weaknesses to external audiences.
21. Identify training needs and develop workshops for Orange County schools and districts regarding program evaluation and assessment.
22. Demonstrate attendance sufficient to complete the duties of the position as required.
23. 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. Educational program evaluation practices.
3. State testing programs.

Knowledge of (cont.):

4. Descriptive and inferential statistics.
5. Statistical software in current use.
6. Research design and data integrity issues.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. 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; 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; 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 from an accredited college or university with major course work in mathematics, education, social science, or related field, and four years of responsible experience in program or project development and management.

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 variable pressure.

6/11, /9/17