

## JOB DESCRIPTION

TITLE        COORDINATOR, RESEARCH AND PROGRAM EVALUATION

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree in Educational Measurement, Evaluation or related field; or four to ten years of related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles, and present ideas using original or innovative techniques or style. Ability to make effective presentations on controversial or complex topics to teachers and administrators.
Mathematical Skills	Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, quadratic and differential equations, and proofs of theorems.
Certificate/License	N/A
Reasoning Ability	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee is frequently required to sit; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**Work Environment**      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**REPORTS TO**              Director, Assessment and Data Management

#### **GENERAL RESPONSIBILITIES**

1. Designs and conducts district program evaluations.
2. Facilitates research activities in schools and the district.

#### **SPECIFIC RESPONSIBILITIES**

1. Develops district long-range program evaluation calendar.
2. Assists schools and departments in conducting evaluations of district and school programs/initiatives.
3. Provides training and support to teachers doing action research or teacher inquiry projects.
4. Provides training and support on how to use the district Data Warehouse to conduct research and program evaluation.
5. Assists with the implementation, design and reporting of the long-range Program Evaluation programs.
6. Assists the Grant office in designing program evaluations for grant applications.
7. Facilitates all research requests through the district Research Review Committee.
8. Coordinates all research activities with colleges, universities and other outside research institutions.
9. Prepares research and program evaluation reports.
10. Assists in the development of the district's Data Dashboard.
11. Performs other duties as assigned.