

JOB DESCRIPTION

TITLE GRANT EVALUATOR

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	Bachelor's degree in Business, Education or other related discipline and/or three years experience conducting program/grant evaluations, and five years of education-related experience. Knowledge of evaluation procedures, funding processes and compliance issues regarding major state or federal program development and evaluation. Ability to develop grant evaluation plan and to coordinate evaluation reports with data analysis, and the Evaluation and Technology departments. Knowledge and skills in applying analytical and evaluative techniques to the identification and resolution of grants evaluation issues. Knowledge of laws, regulations, agency policies, and other requirements that affect grant programs. Organizational and excellent writing and data collection, data analysis, and interpretation skills. Advanced level computer skills required (e.g. word processing, spreadsheets, data bases, email).
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 evaluations using original or innovative techniques or styles. Ability to gather data from multiple projects and conduct formative and summative assessments.
Mathematical Skills	Ability to collect data from the different grant projects, calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in diagram form and deal with several 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 required to sit,

talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the 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 quiet.

REPORTS TO Director of Federal and State Grants

GENERAL RESPONSIBILITIES

1. The Grant Evaluator coordinates and develops complex grant evaluations by collecting data and writing grant evaluation reports for all federally-funded programs including inter-agency agreements, and highly technical special projects.
2. Oversees that grant evaluation reports are in compliance with all state and federal programs regulations including Elementary and Secondary Education Act (ESEA).

SPECIFIC RESPONSIBILITIES

1. Under minimal supervision, develops grant evaluation reports for the Director of Federal and State Grants, and District School Board to meet state and federal requirements.
2. Researches federal or state guidelines to determine requirements and time line in a thorough and timely manner.
3. Meets with Federal and State Grants Director to obtain necessary information and commitment to proposed projects. Obtain from other stakeholders, or from own research, background information, statistics and program proposals in accordance with established procedures.
4. Defines goals and/or required results at beginning of performance period for all relevant grants.
5. Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when defined goals and/or results are not met.
6. Develops an evaluation plan with timelines to carry on activities related to the grant evaluations which may include but not be limited to school visits, personnel interviews, student interviews, teacher logs, portfolio, and others related to support, input, participation, etc.

7. Coordinates with the Director of Assessment and Data Analysis in implementing evaluation plans.
8. Designs the evaluation component of the grants, including conducting the needs assessment, collecting baseline data and writing measurable objectives.
9. Develops and implements an interactive data retrieval system designed to store relevant grant application information for the District Federal and State Grants office.
10. Assesses/surveys employees working on grants at scheduled intervals, obtains and considers all relevant information in evaluations.
11. Establishes a data collection system utilizing the Data Warehouse and other tools such as the Gbant Chart Model.
12. Develops charts, tables, graphics for grant applications, assessment tools, data collection tools, matrix, calendar of activities, and others, necessary to compile the evaluation reports. Prepares graphics for grant applications: matrix, calendar of activities, etc.
13. Maintains files containing grant data and other relevant information.
14. Plans, collects data, analyses and evaluates all federal and state grant programs.
15. Following awards, this person monitors all phases of award, including assessment of technical progress and performance.
16. Monitors and evaluates program goals, objectives, achievements, and effectiveness.
17. Writes and submits grant evaluation reports according to guidelines, incorporating research and input obtained from all stakeholders.
18. Completes program reports in a timely manner as required by local and state guidelines.
19. Assures that staff conducts compliance, programmatic, financial and performance monitoring of all programs. Prepares and disseminates reports.
20. Attends and provides professional development programs and meetings as requested.
21. Complete other duties as assigned.