



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Senior Coordinator, Evaluation and Research

FLSA Status: Exempt

Salary Grade, if non-union: SG20

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible administrative work in planning, conducting, coordinating, and supervising district program evaluation and research activities. Design and conduct evaluation projects and reports that document the improvement of the instructional programs. Write, monitor and report evaluation components for district grants, programs and initiatives.

Essential Functions of this Job

Develops a comprehensive and long-range plan for the program evaluations for the school district in alignment with district strategic plan. Designs evaluations in consultation with administrators and others, and conducts and reports program evaluations. Serves on committees and task forces as a resource for determining related evaluation activities, including program reviews and program audits. Consults with district administrators and others regarding evaluation sections of their proposals to secure external funds. Develops requests for proposals and selection processes for external evaluations. Coordinates evaluations conducted by outside evaluation groups to ensure the provision of quality services in a cost effective manner. Consults with appropriate stakeholders for the planning, conducting, and/or reporting of program evaluations as needed.

Strategically analyzes current innovative educational programs and practices for district consideration. Coordinates evaluation processes to analyze the effectiveness of present district programs and practices by developing and managing evaluation designs, sampling designs, data collection methods, and computer programs. Conducts surveys to measure cultural elements and school climate. Prepares statistical analyses and evaluation/research reports for various audiences. Interprets evaluation/research reports for district and school staff, as needed. Delivers training and technical assistance in program evaluation/research to administrators and prospective administrators. Presents and explains program evaluation procedures and

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results to the School Board and Superintendent, school and district personnel, the public, and other organizations. Consistent with school board policy, reviews and makes recommendations regarding the approval of requests to conduct research within the school district.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of program evaluation theory, including major program evaluation models, and ability to apply to educational programs. Knowledge of principles of research design and ability to apply in school district settings. Knowledge and experience with statistical analyses, including analysis of variance and multiple linear regression. Working knowledge of Statistical Package for the Social Sciences (SPSS) or Statistical Analysis System (SAS) programs at a level of proficiency necessary to effectively organize and present evaluation reports for a variety of needs and audiences. Ability to communicate effectively, orally and in writing, with a variety of audiences, including school district personnel and the public. Ability to prepare concise and comprehensive reports, and translate complex research concepts into lay person's language. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Master's degree. (Master's Degree or doctorate in educational evaluation, measurement, and research preferred.) Graduate work with emphases in program evaluation, and educational research, statistics, and/or measurement. Experience in designing, conducting, and reporting program evaluations. Five years teaching experience and progressively responsible recent experience in administration of program evaluation, educational research, standardized testing or educational administration.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and worksites within the district.

Local Code: 10161
EEO5: 44
Approval Date: 2012-11-13
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.