



# The School Board of Polk County

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

## Job Description

Position Title: Senior Coordinator, Student Learning Evaluation

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 calculate and coordinate student learning-related teacher evaluation activities throughout the district, including evaluation model development, implementation, and interpretation.

### Essential Functions of this Job

Designs and develops, in collaboration with the Director, Student Learning Evaluation, legally defensible teacher and administrator evaluation models, including multi-level, multi-variate models.

Designs and develops student learning portion of teacher and administrator evaluation models using standard and customized statistical software packages such as SAS, SPSS, R, and Mplus, as well as proprietary instructional management software.

Manages large, complex data sets for the purpose of ensuring accurate student performance ratings for instructional and administrative personnel.

Provides expertise to support schools, learning communities, and district stakeholders in the areas of student learning-related data management, analysis, and evaluation.

Communicates results of student learning ratings to schools, learning communities, and district departments in a clear and intelligible manner.

Calculates, standardizes, categorizes, and assigns effectiveness indicators to every teacher and school-based administrator in the district, in cooperation with other Assessment, Accountability and Evaluation team members, as well as with other district departments.

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Responsible for maintaining high levels of proficiency on evaluation-related legislation and policies and on statistical software packages.

Collaborates in linking data systems with Human Resources, Payroll, Student Performance, and Teacher/Administrator Evaluations in an accurate and reliable manner.

Supports creation and continuous improvement of instruments designed to measure student learning, and assists school and district stakeholders in understanding assessment creation and revision process.

Provides leadership for communicating, planning, organizing, and training for teachers and schools in the development, administration, and reporting of student performance results for teacher evaluations.

#### Non-Essential Functions of this Job

Performs other duties as assigned.

#### Knowledge, Skills and Abilities:

Demonstrated extensive knowledge of educational measurement, psychometrics, statistical procedures, and research and evaluation methodology.

Ability to develop and interpret plans, proposals, and statistical reports.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Ability to deal with a variety of abstract and concrete variables.

Ability to organize complex operations.

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to make effective presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Ability to establish and maintain collaborative working relationships.

Demonstrated skills in oral and written communication and group facilitation skills.

Ability to interpret and implement laws and policies.

Bilingual/biliterate preferred.

#### Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Master's degree in Educational Measurement, Statistics, Psychology, Public Health, or related field is required. Doctorate degree is preferred.

Graduate coursework in educational measurement and/or statistical analysis required.

Demonstrated experience with the use of statistical software such as SAS, SPSS, R, or Mplus to conduct multi-level modeling required.

Experience in analysis related to teacher evaluation preferred.

Experience in a school setting as teacher and/or administrator preferred.

#### Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. 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 face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

#### Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting, standing, and moving

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about for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds. Requires travel to schools and worksites within the district.

Local Code: 10227

EEO5: 44

Approval Date: 2015-02-24

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.*