

JOB TITLE: SPECIALIST OF PROGRAM EVALUATION SERVICES

Revised 7/18/95

JOB DESCRIPTION:

This employee is responsible for planning, designing, implementing, conducting and reporting program evaluation services.

Duties of this position include but are not limited to:

1. **Recruitment and Selection:**
 - a. Assists with the recruitment and selection process as assigned by the Director of Research and Evaluation Services.

2. **Organizational Planning:**
 - a. Assists with the determination of program evaluation needs and the design of a plan and timeline to meet the needs.
 - b. Plans evaluations in accordance with state and federal guidelines.
 - c. Researches alternative measures of program effectiveness.
 - d. Monitors student record keeping.

3. **Implementation:**
 - a. Develops assessment instruments.
 - b. Develops survey questionnaires.
 - c. Conducts data collection activities.
 - d. Conducts data analysis activities.
 - e. Assists with the implementation of the plan.
 - f. Designs, implements, and reports program evaluations.
 - g. Consults with school and district personnel on evaluation and assessments.

4. **Staff Development:**

Provides staff development pertaining to program evaluation.

5. **Resources:**

Assists in the preparation of the program budget.

6. **Evaluation:**
 - a. Prepares program evaluation reports.
 - b. Interprets program evaluation results.
 - c. Maintains records.
 - d. Submits annual reports on the status of the program.
 - e. Designs student assessment systems.

7. **Other:**

Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Master's degree or above.
2. Experience in measurement and evaluation.

DESIRED QUALIFICATIONS:

1. Post graduate work beyond the Master's degree.

2. Classroom teaching experience.
3. Experience with computers.
4. Experience in administration and/or supervision.