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.