

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Coordinator, Program Evaluation	<b>CLASSIFICATION:</b>	Non-Represented Management Certificated/Classified
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1908	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Assessment, Research, and Evaluation	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director II, Assessment, Research, and Evaluation	<b>HR APPROVAL:</b> <b>HR REVISION:</b>	<b>04-30-13</b>

**BASIC FUNCTION:**

The Program Evaluator will support strategic and tactical efforts of Sacramento City Unified School District (SCUSD) to achieve organizational and departmental goals. This position supports efforts to use outcome data to assess the organizations' impact on the students served by organizing and managing the program evaluation data collection and analysis process. The Program Evaluator designs, analyzes, and executes processes and procedures to review and evaluate programs offered throughout the district. The Program Evaluator documents the strengths and weaknesses of programs and makes recommendations for improving program effectiveness. This position trains program staff members to collect, record, and maintain program information for evaluation and funding purposes. The program evaluator creates and oversees plans to increase programming quality and user satisfaction as well as deliver regular and annual reports to stakeholders.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)**

Lead the development of district's systems and protocols to intersect output, quality and outcome data so that reporting and continuous improvement efforts can be maximized. **E**

Create a review process to evaluate the effectiveness of programs by developing feedback methods (e.g. surveys), conducting user interviews (e.g. focus groups), and recording results for evaluation (e.g. written and computerized data collection). **E**

Conduct high level analysis of programmatic evaluation including identification of trends, correlation and potential strategic evaluation inquiries using statistical software programs (e.g. SPSS, STATA, Microsoft Access). **E**

Manage external evaluation assistance through universities and others independently. **E**

Develop and create evaluation reports of existing and new grant contracts for the organization. Ensure timely submission of grant reporting through monitoring and tracking of reporting deadlines. **E**

Monitor and support compliance with reporting necessary for external contracts and internal systems for managing data. Facilitate data retrieval for staff members as needed for reporting, continuous improvement or other purposes. **E**

Identify and develop training on the overall data management process as well as ensure proper training for district program staff, and lead data input and management process. Serve as a member of the district's development team to provide data and evaluation expertise. **E**

Assist departments in developing processes and procedures to consistently, accurately, and efficiently collect critical student-level outcome data. **E**

Collaborate with various department staff members to develop and implement data systems and processes related to data collection, monitoring, analysis, and reporting using both data warehouse and transactional data. **E**

Supports monitoring of state and national landscape regarding issues that are related to district's program models. **E**

Presents key findings from internal evaluations at national, state and local conferences. **E**

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree required. Advanced degree in education, public policy, social sciences, library and information sciences, or related field strongly preferred.

At least three years of experience in roles with heavy data management, analysis, and reporting in public education or nonprofit organizations including responsibility for program evaluation or delivery.

Proven experience in implementation and management of outcome evaluation projects in motivating and accomplishing work with others, managing expense budgets, and creating work plans.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

State and federal laws, regulations, and codes dealing with the assessment and evaluation of educational programs. School district organization, operations, policies, and objectives.

Standard statistical and qualitative methodologies (e.g. basic research design and methods, descriptive and inferential statistics, other generally-accepted analysis approaches).

Theory and practice related to student learning, program evaluation, and educational measurement.

#### **ABILITY TO:**

Apply advanced computer literacy skills, including fluency with MS Office software programs (Access, Excel, Word, and PowerPoint) and statistical software programs (e.g. SPSS or STATA).

Apply excellent analytical ability to accomplish correlation analysis and ensure proper inquiry regarding various data sets and explain them to a wide variety of audiences.

Demonstrate strong verbal, written, and graphical communication skills: Interpersonally, in consultative and facilitative roles, and as a presenter.

Intersect various groups of data and make recommendations for action to programming and evaluation techniques.

Produce reports and recommendations that are evidence-based.

Create and maintain strong relationships interdepartmentally to advance the district's mission and ensure positive outcomes.

Create and maintain strong relationships externally, including independent management of external evaluation assistance through contracted services with research organizations, universities, and others.

Coordinate logistics as well as ability to be flexible and problem-solve.

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.