



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Coordinator, Evaluation

**Class Code: 1506
Work Days: 225**

GENERAL PURPOSE

Manager, design, coordinate, and review the implementation of evaluation projects both internal to OCDE and with our external partners for the Evaluation, Assessment and Data Center within the Instructional Services Division. Plan and coordinate multiple elements of program evaluations in concurrent projects. Coordinate activities which raise community awareness about school accountability; serve as a resource for schools, districts; and grant-related activities; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Oversee the implementation of program evaluations including instrumentation decisions, data collection strategies, decisions concerning data integrity, data analysis coordination, and reporting.
 3. Coordinate preparation, negotiation, and administration of proposed evaluation budgets for new programs.
 4. Coordinate and supervise all Evaluation, Assessment and Data Center work related to Local Control Accountability Plan (LCAP) stakeholder annual surveys. Provide services and/or consultations to assist in the development, analysis and communication of data.
 5. Oversee the recruitment, interviews, hiring, and supervision of short-term staff. Determine appropriate skill set needed for specific tasks and assign staff to tasks as needed.
 6. Coordinate the work of the OCDE's Institution Review Board.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Identify training needs and develop workshops for Orange County schools and districts regarding program evaluation and assessment.
8. Conduct presentations in the use of data linkages between educational institutions and including schools, districts and institutions of higher education and other issues related to assessment and accountability.
9. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness as required by grant agencies and program leaders.
10. Meet with partners to determine details of contracts and to determine the most effective evaluation strategies.
11. Ensure timely and accurate submission of invoices for services and adhere to required fiscal procedures and follow up.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles and strategies of effective education program evaluation and current statistical practices.
2. Recent research finding and trends relating to education and student achievement and program evaluation.
3. Descriptive and inferential statistics.
4. Statistical software in current use.
5. Research design and data integrity issues.
6. Procedures, methods, and techniques of management and organization.

Ability and Skill to:

1. Conduct workshops, trainings, and presentations.
2. Determine appropriate data analysis techniques for the type of data received.
3. Interpret complex analysis results and clearly describe them in non-technical terms.
4. Create and maintain a strong and cooperative working relationship with schools, districts, and educational agencies.
5. Prepare clear and concise reports.
6. Communicate clearly and concisely, both orally and in writing.
7. Develop and deliver information on testing and evaluation results to multiple stakeholder groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in mathematics, education, social science, or a related field, and five years of increasingly responsible experience in program or project development and management.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

Established 9/2017