



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

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**Program Manager, Assessment and Evaluation**

**Class Code: 1341  
Work Days: 225**

**GENERAL PURPOSE**

Facilitate implementation of program evaluation plans for various educational programs in the county and region; plan and coordinate multiple elements of program evaluations in concurrent projects; support assessment needs in local school districts including local benchmark exams and standardized testing; and provide 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 clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being 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. Facilitate the implementation of program evaluations including instrumentation decisions, data collection strategies, decisions concerning data integrity, data analysis coordination, and reporting.
  3. Develop and implement procedures for collecting various types of data including test scores, perception surveys, interviews, observational data, etc.
  4. Collect data regarding needs of various programs in the area of benchmark assessments and other student achievement information.
  5. Assist with fiscal oversight as needed.
  6. Facilitate interagency collaboration as necessary to support coherent data collection strategies.
  7. Link to schools and districts to build relationships and foster collaboration to improve assessment practices.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Represent OCDE in the community and at various county, regional and state meetings when relevant.
9. Attend and participate in professional group meetings; stay abreast of trends and legislative issues related to educational program evaluation practices.
10. Submit periodic reports as required by grant agencies and program leaders.
11. Ensure timely and accurate submission of invoices for services and adhere to required fiscal procedures and follow up.
12. Coordinate program evaluation efforts for curricular and learning support programs.
13. Coordinate county-wide consortia and networks on assessment, evaluation, or accountability issues as necessary, including running meetings, setting agendas, and developing necessary correspondence.
14. Evaluate available resources in areas of assessment and evaluation, and report on strengths and weaknesses to external audiences.
15. Identify training needs and develop workshops for Orange County schools and districts regarding program evaluation and assessment.
16. Must demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Educational program evaluation practices
3. State testing programs.
4. Descriptive and inferential statistics.
5. Statistical software in current use.
6. Research design and data integrity issues.
7. Pertinent federal, state, and local laws, codes, and regulations

### **Ability and Skill to:**

1. Interpret complex analysis results and clearly describe them in non-technical terms.
2. Monitor data collection strategies at multiple sites.
3. Determine appropriate data analysis techniques for the type of data received.

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**Ability and Skill to (cont.):**

4. Develop and deliver information on testing and evaluation results to multiple stakeholder groups.
5. Establish and maintain effective working relationships with various constituencies.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small 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 related field; and three years of 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.

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## **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 moderately paced with variable pressure.

6/07, 9/17