

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6439
Pay Grade: E07

FLSA: Exempt
PTS

SENIOR COORDINATOR, EVALUATION (TITLE I)

REPORTS TO:

Director, Title I

SUPERVISES:

Support Staff
Interns

QUALIFICATIONS:

Master's degree from an accrediting college or university and three (3) years of progressively responsible-related professional experience. Experience in evaluation/research design and implementation of projects of varied focus and complexity.

Demonstrated competencies and skills in technical writing. Working knowledge of statistical procedures and of state, regional, and national research studies; trends; and results pertaining to assessment. Knowledge and experience utilizing Statistical Package for the Social Science (SPSS), Statistical Analyses System (SAS), Excel, and other statistical software

PREFERRED:

Five years relevant experience, with three years experience in Pinellas County Schools.

MAJOR FUNCTION

Supervises the planning, design, implementation, and reporting of evaluation activities. Supervises the multi-school and or systemwide program evaluation studies and data analysis for research to determine best practices.

ESSENTIAL RESPONSIBILITIES

- Plans, designs, and conducts evaluations of key initiatives and components of the Title I program.
- Facilitates the annual Comprehensive Needs Assessment process for Title I schools
- Conducts sound data collections procedures and complex data analysis
- Responsible for participation on issues related to evaluation and research as a team member and/or in conjunction with administrative personnel
- Prepares complex reports and summaries requiring specialized knowledge of data analysis and makes presentations of such reports
- Assists with the identification of measurable objectives that address each educational program
- Maintains an awareness of current research and evaluation trends and disseminates information to personnel throughout the district
- Collaborates with private school officials to set goals for student progress and analyze assessment results
- Provides data and consults with individual schools for the purpose of studying program effectiveness, student placement, evaluation of School Improvement Plans, and disaggregating data
- Coordinates the evaluations conducted by outside evaluation groups
- Plans with and assists local government agencies on joint evaluations
- Conducts inservice training and technical assistance for administrators and teachers on needs assessment and data analysis
- Maintains an awareness of state, regional, and national research studies; understands state and federal accountability systems and how schools are impacted
- Provides outstanding customer service and uses positive interpersonal communicational skills
- Assists in developing Title I and School Improvement Grant applications in collaboration with other departments and schools
- Responds to inquiries or concerns in a timely manner

SENIOR COORDINATOR, EVALUATION (TITLE I)

ESSENTIAL RESPONSIBILITIES (Continued)

- Keeps the immediate supervisor informed, through appropriate channels, of potential problems or unusual events
- Disseminates information and current research to appropriate personnel
- Supervises clerical support personnel and graduate interns
- Ensures compliance with Board rules and applicable federal laws and regulations
- Demonstrates extensive knowledge of evaluation design, written and oral communication skills, and program evaluation
- Works cooperatively and collaboratively with other schools, departments, districts and state-level entities
- Carries out oral and written instructions and prepares clear and comprehensive reports
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 5/09 LMCK; BOARD APPROVED: 7/28/09; REVISED: TITLE, REPORTS TO, SUPERVISES, ER 05/28/15 CH;

SENIOR COORDINATOR, EVALUATION (TITLE I)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Coordinator, Evaluation (Title I) - PTS