

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SPECIALIST – EVALUATION SERVICES

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited institution.
- (2) Minimum of three (3) years experience in educational data management.
- (3) Minimum of three (3) years experience and training in web based data applications.
- (4) Qualifications may vary from the above requirements to such a degree and the Superintendent and the Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of computer technologies related to database design and management. Ability to organize data according to accepted standards and manage the evaluation, selection, utilization, and inventory of district assessment resources. Ability to work effectively with school assessment coordinators, technology coordinators, data clerks, teachers, administrators, and district staff to promote optimal use and accountability for assessment resources. Ability to utilize, maintain, and troubleshoot databases and networks for basic to intermediate problems. Ability to develop web based applications delivering evaluation data in a secure environment. Effective oral, written, and presentation communication skills.

REPORTS TO:

Director II-Evaluation Services

JOB GOAL

To perform complex technical and analytical work providing assistance in the design and implementation of evaluation and research studies district wide.

SUPERVISES:

Personnel as assigned

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist with the planning, design, and implementation of evaluations and research for school-based and district wide programs and topics.
- * (2) Participate in activities and issues related to evaluation and research as a team member and/or in conjunction with administrative personnel.
- * (3) Provide consultative services in evaluation and research to district and individual school personnel.
- * (4) Assume responsibility for evaluation and research design, sampling, design of data collection instruments along with data collection strategies, statistical analysis and execution for assigned project; plan and follow through on evaluation and research timelines.
- * (5) Prepare reports and make presentations as needed.
- * (6) Utilize knowledge of applicable computer software and provide program information for system input.
- * (7) Consult with users on the creation, analysis and utilization of data.
- * (8) Produce custom reports and data files.
- * (9) Monitor information needs to meet changing requirements.

SPECIALIST-EVALUATION SERVICES (Continued)

- * (10) Serve as liaison with information systems staff in applications design and resolution of programming and/or related problems.
- * (11) Collaborate with other departments on processes and projects.
- * (12) Research, analyze, design and maintain evaluation computer applications.
- * (13) Work to identify, resolve, and/or correct various application errors or failures.
- * (14) Address problems in software and/or procedures.
- * (15) Assume responsibility for coordinating the development, maintenance and support of departmental web site(s).
- * (16) Assist in the maintenance of departmental security access for network files.
- * (17) Analyze, design, code, test, implement and maintain complex computer programs involving confidential data.

Inter/Intra-Agency Communication and Delivery

- * (18) Assist in the interpretation of programs, philosophy, and policies of the District to staff, students, and community.
- * (19) Interact with schools, outside agencies, and the community to enhance understanding of District goals and objectives.
- * (20) Keep Director informed of potential problems or unusual events.
- * (21) Respond to inquiries and concerns in a timely manner.

Professional Growth and Improvement

- * (22) Participate in and maintain a network of peer contacts through appropriate work related professional associations and organizations.
- * (23) Read professional journals and other current research in the field.
- * (24) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (25) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.

Systemic Functions

- * (26) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (27) Represent, consistently, the District in a positive and professional manner.
- * (28) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (29) Work in proactive, self-directed manner to plan and carry out technical and evaluation objectives of the department and district.
- * (30) Assume limited administrative supervision of department as per instructions of the director.
- * (31) Set high standards for self and staff.

PHYSICAL REQUIREMENTS:

Light work; Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

*Essential Performance Responsibilities

SPECIALIST-EVALUATION SERVICES (Continued)

Professional Salary Schedule – Pay Grade 5

Date of Board Approval: December 21, 2006