

PCSB: 0255  
Pay Grade: C09

FLSA: Exempt

<b>DIRECTOR, EVALUATION</b>
<p><b>REPORTS TO:</b> Executive Director, Assessment, Accountability and Research</p>
<p><b>SUPERVISES:</b> Professional/Technical/Supervisory Staff Support Staff</p>
<p><b>QUALIFICATIONS:</b> Master’s degree in Educational Measurement, Research, or Evaluation, plus five (5) years of related professional evaluation experience. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.</p> <p><b>PREFERRED:</b> Doctorate degree in Educational Measurement, Research, Evaluation, or a related field.</p>
<b>MAJOR FUNCTION</b>
<p>Position performs administrative responsibilities in the management of the school system’s five (5) year schedule of evaluations and supervises a professional and clerical support staff. Responsibilities include providing routine evaluation services on annual evaluations, and the development and implementation of special research projects. Position has final accountability for cost and results of assigned projects.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Monitors and maintains the district’s five (5) year schedule of evaluations.</li> <li>• Supervises a staff of professional research and clerical support personnel.</li> <li>• Manages and develops evaluation designs.</li> <li>• Coordinates evaluations conducted by outside evaluation groups.</li> <li>• Allocates personnel and resources to appropriate projects.</li> <li>• Serves as liaison for the district in working with outside evaluation consultants.</li> <li>• Implements processes to provide control over a large number of diverse and complex evaluations; coordinates and directs related activities.</li> <li>• Responds to special requests for unscheduled research projects; develops necessary procedures for implementation.</li> <li>• Plans with and assists local government agencies on joint evaluations.</li> <li>• Presents final evaluation reports to the School Board.</li> <li>• Directs committees and meetings with teachers, parents and staff for data collection purposes, and chairs evaluation review committees with other community representatives.</li> <li>• Meets with other administrative staff to form the structure of a particular evaluation process; may necessitate the gathering of background information of a confidential nature from the Superintendent and his administrative team; and review interpretative results of evaluation reports.</li> <li>• Makes decisions related to evaluation procedures, project management, including the evaluation plan, evaluation design, and interpretation of results effecting a program’s continuation and/or expansion.</li> <li>• Reviews final results with professional staff prior to dissemination.</li> <li>• Responsible for budget items related to Doctoral Intern salaries and evaluation consultant fees.</li> <li>• Performs other related duties as assigned.</li> </ul>

## DIRECTOR, EVALUATION

### 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: MW 8/88; BOARD APPROVED: 9/28/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (D&R, PAY LEVEL): 1/99 PBL, BOARD APPROVED: 1/26/99; REVISED FORMAT, ER, 05/22/23 PT

## DIRECTOR, EVALUATION

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Director, Evaluation- ADM