

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8246  
Pay Grade: E07

FLSA: Exempt  
PTS

<b>EXECUTIVE MANAGER, EVALUATION</b>
<b>REPORTS TO:</b> Executive Director, Assessment, Accountability and Research
<b>SUPERVISES:</b> Manager, Research Senior Coordinator, District Assessment Senior Coordinator, Professional Development, Achievement Data Analyst Data Analyst Support Staff
<b>QUALIFICATIONS:</b> Master's degree with 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
<b>PREFERRED:</b> Five (5) years relevant experience, with three (3) years of experience in Pinellas County
<b>MAJOR FUNCTION</b>
Supervises the planning, design, implementation, and reporting of evaluation activities. Supervises the multi-school and or system-wide program evaluation studies and data analysis for research to determine best practices.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Plans, designs, and conducts evaluations</li><li>• Conducts sound data collections procedures, complex data analysis</li><li>• Participates in issues related to evaluation and research, as a team member and/or in conjunction with administrative personnel</li><li>• Prepares complex reports and summaries requiring specialized knowledge of data analysis and makes presentations of such reports</li><li>• Assists with the identification of measurable objectives that address each educational program</li><li>• Maintains an awareness of current research and evaluation trends and disseminates information to personnel throughout the district</li><li>• Collaborates with the Teaching and Learning Services department in analyzing district assessments to assist with progress monitoring</li><li>• Leads Request for Proposals (RFP) and selection process for a third-party evaluator</li><li>• Manages third-party evaluator(s) on all aspects of evaluations</li><li>• Coordinates the evaluations conducted by outside evaluation groups</li><li>• Conducts in-service training and technical assistance for administrators and teachers, on needs assessment and data analysis</li></ul>

## EXECUTIVE MANAGER, EVALUATION

### ESSENTIAL RESPONSIBILITIES (Continued)

- Maintains an awareness of state, regional, and national research studies; understands state and federal accountability systems and how schools are impacted
- Facilitates providing data required for submission of grant application
- Disseminates information and current research to appropriate personnel
- Supervises graduate interns
- Ensures compliance with Board rules and applicable federal laws and regulations
- Demonstrates extensive knowledge of program evaluation, and written and oral communication skills
- Applies moderately complex and complex mathematical and statistical concepts
- Works cooperatively and collaboratively with other schools, departments, school districts and state-level entities
- Coordinates with the external researchers, processes the researcher applications for conducting research in Pinellas County Schools while preserving the students' and staff's rights
- 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 LM; BOARD APPROVED: 7/28/09; REVISED FORMAT, TITLE, SALARY SCHEDULE, ER, ADA, 8/13 LM; BOARD APPROVED: 10/22/13

## EXECUTIVE MANAGER, EVALUATION

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 computer to enter and transform words or data					X
21. Using various technology tools					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				

Executive Manager, Evaluation – PTS