
Position:	Director of Program Evaluation	FLSA:	Exempt
Department/Site:	Curriculum and Instruction	Salary Grade:	Appropriate Placement
Reports to/Evaluated by:	Administrator Research, Assessment, and Evaluation	Salary Schedule:	Administrative Management

SUMMARY

To assist and support the Administrator of Research, Assessment, and Evaluation and Director of Learning Support and Curriculum and Instruction in the efficient accomplishment of their duties in support of the educational needs of students.

DISTINGUISHING CAREER FEATURES

This is an upper-level management position, with career advancement opportunities to senior level management positions. This position is responsible for applying an extensive knowledge of the Local Control Accountability Plan (LCAP) and assessment for accurate reporting as required by the District administration and Governing Board, as well as State and federal mandates. Position activities are reviewed for adequacy of professional judgment, compliance with District and department policies, and achievement of results consistent with District goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as a reference for District assessment with respect to state and federal regulations and codes.
- Works with District and State accountability models, produces various reports, and monitors progress in Federal and State Accountability Systems. Also develops working models for tracking purposes.
- Prepares student assessment reports for the administration and Governing Board, including in-depth analysis of trend data and subgroup performance.
- Works with the Technology Department on CBEDS/CSIS and tracking of information submitted.
- Works interdependently with other departments that deal with student records and tracking of student records.
- Assists in the development of protocol flow charts that detail student movement, records, graduation requirements, assessment procedures and other processes for the District in conjunction with the Technology and SSSA departments.
- Assists the Administrator of Assessment and Special Projects in the development of the District’s annual assessment calendar.
- Monitors data collected and stored by the Technology Department in District databases.

- Assists in survey development and analysis for a variety of District departments; actively involved in the design and production of executive summaries and in-depth reports of survey results.
- Produces special reports and assists in research projects that deal with student achievement or other information involving District data and databases.
- Assists in the development, deployment, and evaluation of district assessments.
- Knowledge of professional learning communities processes, including the use of data when making instructional decisions.
- Produces data for various grant proposals as requested.
- Performs other testing, evaluation and demographics functions as requested by the Administrator of Assessment, Director of Learning Support, and Assistant Superintendent, Curriculum and Instruction.
- Performs cost benefits analysis of LCAP programs as needed for state reporting.
- Assists in the development and evaluation of LCAP.

QUALIFICATIONS

Knowledge and Skills:

- Knowledge of the implementation and coordination of various state and federal categorical programs.
- Requires a thorough and in-depth knowledge of the District Strategic Plan and LCAP.
- Requires knowledge of District functions, policies, rules, regulations, goals, and objectives.
- Requires a thorough and in-depth knowledge of District and state student accountability models, practices, and strategies, including trend data and sub-group performance.
- Must have knowledge of state and federal regulations and codes relative to student assessment.
- Requires knowledge of public education administration strategies.
- Requires considerable knowledge of the history and culture of the Clovis Unified School District.
- Requires strong math, writing, and editing skills.
- Must have exceptional communication skills, both oral and written.

Abilities:

- Requires the ability to plan, develop, and maintain detailed assessment and evaluation programs.
- Must be able to maintain confidential data and information for the District.
- Must be able to effectively communicate the District's student accountability trends to school site and District-level administration and Governing Board.
- Must be able to supervise and lead staff in a manner that encourages high morale and efficiency.
- Must be able to communicate both formally and informally with a wide range of contacts both inside and outside the District setting.
- Requires strong computer technology skills.

Physical Abilities:

- Maintain a positive office environment.
- Ability to drive a vehicle to conduct work.

- Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Education and Experience:

- Requires a California Administrative Services Credential; a Master's degree, and three to five years classroom experience, or equivalent. Administrative experience as a school site principal and/or District level administrator experience or equivalent.
- Undergraduate and/or graduate degree in mathematics, statistics or a related field.
- Demonstrated experience in statistics and data analysis or equivalent.
- Demonstrated experience in data bases and software/programs related to statistics.

Licenses and Certificates:

- California Administrative Services Credential; Earned Doctorate degree preferred.