

---

<b>Position:</b>	Director of Program Evaluation	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Human Resources	<b>Salary Grade:</b>	Appropriate Placement
<b>Reports to/Evaluated by:</b>	Associate Superintendent	<b>Salary Schedule:</b>	Administrative Management

---

**SUMMARY**

To assist and support the Associate Superintendent in the efficient accomplishment of their duties in support of the Doc B Leadership Academy, leadership development, mentoring, employee recognition and employee climate and culture in the District.

**DISTINGUISHING CAREER FEATURES**

This is an upper-level management position, with career advancement opportunities to senior level management positions. 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**

- Coordinates and implements the Doc B Leadership Academy by providing training, updating curriculum, providing annual and monthly training plans, and program evaluation for certificated and classified leaders in the District.
- Provides professional development for leadership training and mentoring district wide for all levels of site and department staff. Participates in all current district training programs as well as develop training for additional needs in the district.
- Responsible for employee recognition through various established programs such as the Crystal awards, Fresno County employee of the year, board recognitions, new employee luncheon, etc.
- Responsible for monitoring the climate and culture of the district through annual climate assessment district wide.
- Assists in survey development and analysis. Actively involved in the design and production of executive summaries and in-depth reports of survey results, i.e. climate assessment, etc.
- Coordinates employee equity groups.
- Participates in recruitment and mentoring for leadership positions, participates in job fairs.
- Provides historical context of District culture and Strategic Plan.
- Assists in the development of the District's annual calendar.

- Monitors data related to areas of responsibility.
- Must be able to work independently to plan and execute training and events.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge and Skills:**

- Knowledge of the implementation and coordination of various state and federal categorical programs.
- Requires knowledge of District functions, policies, rules, regulations, goals, and objectives.
- Requires a thorough and in-depth knowledge of District and state practices, and strategies.
- Must have knowledge of state and federal regulations.
- Requires knowledge of public education administration strategies.
- Requires considerable knowledge of the history and culture of the Clovis Unified School District.
- Must have exceptional communication skills, both oral and written.

### **Abilities:**

- Requires the ability to plan, develop, and provide staff training and organize meeting and events.
- 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 years classroom experience, or equivalent. Administrative experience as a school site principal and/or District level administrator experience or equivalent.
- Demonstrated experience in statistics and data analysis or equivalent.

### **Licenses and Certificates:**

- California Administrative Services Credential; Earned Doctorate degree preferred.