

**SCHOOL DISTRICT OF SARASOTA  
COUNTY****JOB DESCRIPTION****PROGRAM EVALUATION AND ASSESSMENT COORDINATOR****SALARY SCHEDULE: INSTRUCTIONAL****COST CENTER: RESEARCH, ASSESSMENT, AND EVALUATION DEPARTMENT (9015)****QUALIFICATIONS:**

- Bachelor's Degree (minimum), Master's Degree preferred.
- Demonstrated ability to communicate effectively in public forums on a wide range of topics.
- Demonstrated ability to design, prepare and produce sound data collection and design evaluation and value added models.
- Demonstrated ability to research, prepare RFPs and formative and summative evaluation reports.
- Experienced in the coordination and implementation of District and/or state assessment programs.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of current educational research with demonstrated applicability to program development and assessment methodology.
- Advanced level of understanding and skill in the use of technology.
- Ability to plan and implement assessment and evaluation programs for maximum effectiveness using a high level of oral and written communication skills.
- Ability to work effectively and collaboratively with peers, administrators and others.

**REPORTS TO:**

Director, Student Assessment and Program Evaluation

**JOB OBJECTIVE:**

To plan, coordinate and implement District and state assessment programs and to coordinate data collection, analyses and reporting for program evaluation.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Assist in the design, data collection, analysis and report preparation for program evaluation.
- Work with the Director of Student Assessment and Program Evaluation to coordinate and implement the district and state assessments.
- Expected to work all assessment periods and perform subsequent data analysis.
- Assist in preparing data analysis for School Grades and teacher evaluation.
- Assist school-based personnel with inservice and professional development activities related to evaluation, testing, and use of data to inform instruction and learning.
- Assist in training and working with school-based staff and testing coordinators.
- Assist in the coordination of required data reporting needed by schools for school improvement plans.
- Assist in compiling and maintaining district accountability and student demographic data that is commonly needed as background and needs assessment data in the School Improvement Program and IIS.
- Performs other duties as assigned by the Director of Student Assessment and Program Evaluation.

**PROGRAM EVALUATION AND ASSESSMENT COORDINATOR (continued)**

**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 the 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.

**Job Description Supplement No. 03**