COORDINATOR, RESEARCH AND EVALUATION

GENERAL RESPONSIBILITIES

Position is responsible for coordinating, managing and implementing the school division’s research and program evaluation activities.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Lead in the design and implementation of program evaluations and educational research; provide information to stakeholders regarding division and school-based programs and initiatives.
- Plan, administer, and direct program evaluations within the school division.
- Provide guidance to program evaluation and research staff in developing and conducting school or division-level evaluations including guidance on evaluation procedures and data analysis.
- Oversee the functions of the Program Evaluation and Research Review Committees and the process for prioritizing programs for evaluation.
- Provide leadership and guidance on matters related to evaluation and research.
- Provide leadership in the design of program evaluations and survey instruments, analysis of data collected and the development of reports including program recommendations.
- Oversee the analysis and interpretation of data to address evaluation and research questions.
- Coordinate responses for data or information requests from other offices or school personnel.
- Work collaboratively with other departments and schools on the use and interpretation of educational data.
- Supervise the activities of assigned personnel; lead office staff meetings on matters related to evaluation and research.
- Conduct and develop literature reviews related to educational research, evaluation, and assessment at the direction of the superintendent and/or the assistant superintendent for the Department of Planning, Innovation and Accountability or as needed for projects.
- Attend and/or present at meetings such as School Board meetings, school or division committee meetings, as assigned or requested.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and procedures of research and program evaluation practices; ability to communicate ideas clearly and concisely, orally and in writing; strong report writing skills; ability to establish and maintain effective relationships with staff and administration; project management skills and proficiency in Microsoft Excel and SPSS are necessary; knowledge of measurement theories and experience with the design, validity, and reliability of assessment instruments.

EDUCATION AND EXPERIENCE

Master’s Degree in the field of research or program evaluation, doctorate preferred. Five (5) years’ experience as a program evaluator or research analyst required. Must have experience beyond university coursework requirements in program evaluation and research, research designs, qualitative and quantitative data collection and analysis, management and analysis of longitudinal data sets, and survey development.

A comparable amount of training and experience may be substituted for the minimum qualifications.
PHYSICAL REQUIREMENTS
Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS
Possession of a valid Virginia Driver's License

FLSA status: Exempt
Description Revised: 8/13