

**SCHOOL DISTRICT OF SARASOTA  
COUNTY**

**JOB DESCRIPTION**

**PROGRAM EVALUATION AND ASSESSMENT COORDINATOR**

**SALARY SCHEDULE: INSTRUCTIONAL (MODIFIED)**

**COST CENTER: RESEARCH, ASSESSMENT, AND EVALUATION DEPARTMENT (9015)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree (minimum), Master's Degree preferred.
- (2) Demonstrated ability to communicate effectively in public forums on a wide range of topics.
- (3) Demonstrated ability to design, prepare and produce sound data collection and design evaluation and value added models.
- (4) Demonstrated ability to research, prepare RFPs and formative and summative evaluation reports.
- (5) 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 GOAL**

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:**

- \* (1) Assist in the design, data collection, analysis and report preparation for program evaluation.
- \* (2) Work with the Director of Student Assessment and Program Evaluation to coordinate and implement the district and state assessments.
- \* (3) Expected to work all assessment periods and perform subsequent data analysis.
- \* (4) Assist in preparing data analysis for School Grades and teacher evaluation.
- \* (5) Assist school-based personnel with inservice and professional development activities related to evaluation, testing, and use of data to inform instruction and learning.
- \* (6) Assist in training and working with school-based staff and testing coordinators.
- \* (7) Assist in the coordination of required data reporting needed by schools for school improvement plans.
- \* (8) 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.
- (9) 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**

\*Essential Performance Responsibilities