



Job Description

Job Title: Coordinator I, Research and Evaluation

Position Code: 1E13, AE13

Job Classification:

Supervisor: Supervisor II, Research and Evaluation

Pay Grade: 41

Contract Length: 245 Days

Job Summary

Under the direction of the Supervisor II, Research and Evaluation, position is responsible for planning, evaluating and managing comprehensive research and development programs in support of the instructional and other programs within the school division. The position ensures that research and development programs and projects efficiently and effectively support the system's goals and objectives. The work involves evaluating educational programs, designing research projects; monitoring and ensuring evaluations meet national standards; consulting, surveying, and analyzing data; preparing reports; and staying current in the educational research field. Develops data collection instruments, analyzes data, analyzes test performance, and reports scores to central office staff and schools. Provide data support by compiling, analyzing, summarizing, and reporting on a wide variety of performance data at the division and school levels. Position designs, develops and recommends research projects and proceeds to plan, organize, and implement projects independently. Work is reviewed in terms of adequacy and timeliness of work performed.

Essential Duties

1. Conducts evaluations of educational programs, projects, and materials; ensures that all evaluations meet standards established by the National Joint Committee on Standards for Educational Evaluation.
2. In consultation with the Supervisor II, Research and Evaluation, develops comprehensive, continuing programs for research and development planning, evaluation, and management reporting in support of the school division strategic plan and supporting activities.
3. Coordinates research, planning and evaluation projects with other departments, schools, and external agencies.
4. Assists with preparing needs assessment analysis and designing the evaluation components for school division grants and projects.
5. Assists with developing and distributing client specific surveys.
6. Collects, compiles, and analyzes data to evaluate programs and prepare evaluation reports; develops conclusions to provide accurate support for both formal and ad hoc presentation, papers and discussions
7. Constructs the analysis component for database development; serves as a member of a database development team; and programs and designs customized reports and databases.
8. Compiles and prepares the annual NNPS Demographic and Student Achievement Profiles book.
9. Serves on cross-functional workgroups and as a member of the Research Authorization Committee.
10. Provides technical assistance and training to end users in the proper use of applications.
11. Provide staff development workshops on evaluation or accreditation as requested.
12. Analyzes, approves, and makes recommendations regarding proposed research to be conducted in the school system.
13. Assists with state mandated testing program.
14. Models nondiscriminatory practices in all activities.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must possess a strong knowledge of social science research and evaluation methodology, statistics, and data processing. Knowledge of data processing software. Skill in explaining testing and statistics to administrators, teachers, and parents. Ability to communicate, both in writing and orally,

technical information in a way that is understandable to people without technical training. Demonstrated ability to work effectively with staff from various parts of a school system. Knowledge of quality management, systems thinking, and strategic planning are highly desirable. Skill in report writing and oral communication, including public speaking. Strong interpersonal skills. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor’s degree from an accredited college or university in a social science area related to the work of the Office of Accountability (e.g., education, psychology, evaluation, research, sociology, psychometrics, etc.). Masters preferred. Two years experience as a principal investigator in research/evaluation projects. Experience using SPSS, spreadsheets, and relational database systems are highly desirable. Thorough knowledge of the principles, practices, and procedures of program evaluation; comprehensive knowledge of research methodology; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Working Conditions and Physical Demands

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Duties performed typically in school settings throughout the division and Administration Building. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Travel to schools throughout the division is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Regular contact with staff members and school administration is required.

Supervision Exercised: None

Supervision Received: Supervisor II, Research and Evaluation

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator I, Research and Evaluation will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II Research and Evaluation or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date