



Job Description

Job Title: School Improvement Administrator for Planning Budgeting, and Program Evaluation

Reports to: Executive Director of Title I and Secondary School Improvement
Department: Title I and Secondary School Improvement
Number of Days: 12 Months
Compensation: EL-4
Overtime Status: Exempt
Date Job Revised: March 30, 2009

Position Summary: Under the general guidance of the Executive Director of Title I and Secondary School Improvement, evaluates Title I program implementation and effectiveness; keeps abreast of current research in K-12 education and disseminates this information to appropriate administrators; assists with Title I budget preparation and monitoring; makes recommendations concerning the cost-effectiveness of the various programs funded by Title I.

Qualifications/Job Requirements:

Education:

- Master's degree required; doctorate preferred.

Specialized Knowledge, Licenses, etc:

- Administrative certification required.
- Knowledge of statistical methods as well as research and evaluation methodology required.

Experience:

- Teaching experience and five years of administrative experience in a K-12 urban school district required.

Specific Training/Skills:

- Graduate level course work in statistics/research/evaluation.
- Strong organizational, communication and interpersonal skills.
- Ability to complete assignments and reports in a timely manner.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: Central office administrators involved with curriculum development and implementation; principals and teachers at Title I schools who implement curriculum at the school level.
- External: Vendors of curriculum programs; research specialists in other school districts; State Department of Education; U.S. Department of Education.

Duties and Responsibilities:

- Plans, develops, and implements program evaluation designs that will provide important information concerning the Title I instructional program. 50%
- Assists in developing goals and objectives that may realistically be met by Title I programs.
- Develops and/or coordinates all Title I program evaluation projects.
- Surveys educational research literature and develops effective methods of communicating the relevant findings to district personnel, together with recommendations for their applicability to the Title I educational program. 10%
- Provides professional development to staff in Title I schools.

- Serves as the primary coordinator and consultant in interpreting and reporting evaluation results and procedures.
- Maintains business-like and cordial relationships with staff members while maintain the autonomy appropriate to the role of an evaluator.
- Assists program managers in the development and/or identification of reliable evaluative instruments and methodologies.
- Makes periodic on-site visits to observe Title I programs in progress and to determine the extent to which instructional methods and materials are being used as planned. 10%
- Provides continuing feedback to program managers to help in the attainment of goals and objectives.

- Prepares reports and recommendations to appropriate administrators. 10%
- Assists the Executive Director with budget planning, development and monitoring for the Department of Title I and Secondary School Improvement. 10%
- Makes recommendations regarding the cost-effectiveness of various Title I expenditures.
- Other duties as assigned.