



**Job Title:**                    **Specialist – Evaluation Services I**

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**            Professional – 6

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
  
JUNE 20, 2017  
  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this job is to perform complex technical and analytical work providing assistance in the design and implementation of evaluation and research studies District wide.

## **ESSENTIAL JOB FUNCTIONS**

- Assists with the planning, design, and implementation of evaluations and researches for school-based and District wide programs and topics.
- Participates in activities and issues related to evaluation and researches as a team member and/or in conjunction with administrative personnel.
- Provides consultative services in evaluation and researches to District and individual school personnel.
- Assumes responsibility for evaluation and researches design, sampling, design of data collection instruments along with data collection strategies, statistical analysis, and execution for assigned project; plans and follows through on evaluation and research timelines.
- Prepares reports and makes presentations as needed.
- Utilizes knowledge of applicable computer software and provides program information for system input.
- Consults with users on the creation, analysis, and utilization of data.
- Produces custom reports and data files.
- Monitors information needs to meet changing requirements.
- Serves as liaison with information systems staff in applications design and resolution of programming and/or related problems.
- Collaborates with other departments on processes and projects.
- Researches, analyzes, designs and maintains evaluation computer applications.
- Works to identify, resolve, and/or correct various application errors or failures.
- Address problems in software and/or procedures.
- Assumes responsibility for coordinating the development, maintenance, and support of departmental web site(s).
- Assists in the maintenance of departmental security access for network files.

- Analyzes, designs, codes, tests, implements, and maintains complex computer programs involving confidential data.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and community.
- Interacts with schools, outside agencies, and the community to enhance understanding of District goals and objectives.
- Keeps Director informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Participates in and maintain a network of peer contacts through appropriate work related professional associations and organizations.
- Reads professional journals and other current research in the field.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Works in proactive, self-directed manner to plan and carry out technical and evaluation objectives of the department and District.
- Assumes limited administrative supervision of department as per instructions of the director.
- Sets high standards for self and staff.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited institution.
- Minimum of four (4) years of experience in educational data management.
- Minimum of four (4) years of experience and training in web based data applications.
- Qualifications may vary from the above requirements to such a degree and the Superintendent and the Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display a knowledge of computer technologies related to database design and management.
- Requires the ability to organize data according to accepted standards and manage the evaluation, selection, utilization, and inventory of District assessment resources.
- Requires the ability to work effectively with school assessment coordinators, technology coordinators, data clerks, teachers, administrators, and District staff to promote optimal use and accountability for assessment resources.
- Requires the ability to utilize, maintain, and troubleshoot databases and networks for basic to intermediate problems.
- Requires the ability to develop web based applications delivering evaluation data in a secure environment.
- Requires the ability to display effective oral, written, and presentation communication skills.

- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to repair, develop, or install complex software or management information systems.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, hearing, mental acuity, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**