Title:	**Program Evaluator and Assessment Support Specialist**	Pay Grade: 305
Reports to:	Director of Innovation, Assessment and Analytics	FLSA: Exempt
Department:	Innovation, Assessment and Analytics	Length of Assignment: 226 days

Summary

In conjunction with internal and external stakeholders, design, analyze, present, and provide data analysis and reports to facilitate the monitoring of program effectiveness to comply with federal, state, and local accountability mandates. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Develop efficient and effective systems of data analysis in order to improve programs, instruction, and needs assessment development.
2. Design and conduct appropriate research methods and statistics for federal, state, and local program evaluations as well as academic compliance reviews (i.e., Loss of Credit, Individual Graduation Committees, Dual Credit, etc.). Maintain up-to-date knowledge and understanding of federal, state, and local laws and policies, State Board of Education (SBOE) rules, Texas Education Agency (TEA) guidelines, and district policies impacting federal, state, and locally funded programs.
3. Conduct evaluations using district performance criteria and other variables from the Texas Academic Performance Report (TAPR).
4. Design surveys and other assessment instruments and provide the logistical support to gather, analyze, report, and present the data in support of state, federal, or local programs.
5. Serves as the district Aware Administrator, providing oversight and support to campuses for data management, assessment administration, and technical problem solving.
6. As part of the Institutional Review Board (IRB), assist in reviewing the feasibility of research requests from within and outside the district; assist in writing and revising policy addressing research and evaluation issues.
7. Communicate with campus principals and central office staff to ascertain campus assessment and research needs; monitor and execute projects.
8. Plan and fulfill internal and external student data requests while complying with regulations and policy.
9. Plan and conduct training for internal and external customers on evaluation and research methodologies and associated electronic applications, as needed.
10. Assist in the administration of state-mandated testing programs, ensuring assessment data quality, providing campus support, and facilitating related communication.
11. Coordinate Credit by Examination (CBE) processes, including training, ordering and material control, campus communication, and score reporting to ensure compliance with district and state assessment requirements.
12. Keep abreast of technical and professional trends and developments relative to assigned projects and cross-train appropriate personnel.
13. Collaborate with internal customers to plan and execute short- and long-term reports and projects.
14. Attendance at the work site is required to meet essential functions of the job.

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Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Master's degree; three (3) years of experience in program evaluation, program implementation, or data analysis; ability to use database management systems or spreadsheets; effective oral and written communication skills; bilingual preferred. Intermediate to advanced level of knowledge in SPSS and Excel. Texas/New Mexico driver's license and be insurable by the district's auto liability insurance carrier. Subject to the district's drug and alcohol testing policy and regulation.

Mental Demands/Physical Demands/Environmental Factors

Ability to maintain emotional control under stress with frequent interruptions; prolonged use of computers and occasional prolonged or irregular hours.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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