

Coordinator IV, Program Evaluator

Position Details

Job Code: U7403

Reference Code: A196

Division: Strategy Unit

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule.](#)
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to conceive, develop, ensure compliance, implement, refine, and report program evaluation and assessment activities for grant-funded programs. This position acts as a subject matter expert in relation to all grant evaluation and research inquiries, applications, and activities conducted through GDA. This position is directly responsible to the Director III, Grants Development and Administration (GDA) Department, Strategy Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops and implements formula and competitive grant program evaluation and research designs consistent with established Clark County School District strategic objectives.
2. Ensures each data collection model and evaluation program complies with all federal, state, district, and grantor legal requirements and meets all ethical standards for research.
3. Executes the evaluation plan from the inception of the grant through final reporting.

4. Develops needs assessments using multiple data sources to determine need by District, school, and other groups to target grant-funded resources, while ensuring Maintenance of Equity.
 5. Assists in the development and preparation of grant applications in collaboration with the grant coordinator, District program staff, and outside entities, by incorporating unique evaluation strategies tailored to each program.
 6. Coordinates with other District departments to develop and produce individualized data sets for use in grant evaluation.
 7. Collects, compiles, and analyzes quantitative and qualitative evaluation information, interpret the results, and write periodic and final evaluation reports.
 8. Creates and utilizes evaluation instruments that measure the effectiveness of grant-funded programs; including, but not limited to, surveys, scoring rubrics, and informational materials.
 9. Creates and utilizes data visualization techniques for stakeholders.
 10. Procures outside consultants or specialists, including bid process, scope of work, budget, etc.
 11. Supervises, directs, or coordinates evaluation activities and/or data collection with outside evaluation entities based upon grant requirements.
 12. Provides technical assistance regarding program evaluation or research to schools and other departments.
 13. Consults on evaluation design for small grant opportunities for schools (<\$25,000).
 14. Reviews the Federal Register for grant updates and announcements.
 15. Participates in internal and external monitoring and audit activities to ensure compliance.
 16. Coordinates with public and private organizations regarding grants research and evaluation.
 17. Serves as a subject matter expert; participate in review panels, advisory committees, and task forces related to program evaluation.
 18. Supervises and evaluates the performance of assigned staff.
 19. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of research design, needs assessments, survey methodology, and demonstrated knowledge of intermediate/advanced statistics.
2. Knowledge of data information systems (i.e., Infinite Campus, Structured Query Language (SQL), etc.).
3. Knowledge of evaluation plan development, including logic models, survey methodologies, and quality improvement processes.
4. Knowledge of interdisciplinary fields (e.g., economic, demographic, environmental, public policy, sociological, psychology, mental health).

5. Knowledge of reporting guidance - Government Performance and Results Act (GPRA) and data privacy management, including Family, Educational Rights and Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA), and Health Insurance Portability and Accountability Act (HIPAA).
 6. Knowledge of diversity, equity, and inclusion practices; cultural awareness.
 7. Knowledge of concepts related to education and organizational learning.
 8. Knowledge and experience with large governmental and non-governmental organizations.
 9. Demonstrated proficiency with statistical analysis and/or data management software
 10. Ability to select and utilize appropriate statistical analysis and/or data management software.
 11. Ability to organize large bodies of information, analyze data in multiple ways, then write clear, accurate, and concise reports.
 12. Ability to execute systemic inquiry.
 13. Ability to determine the worth or merit of a project using objective standards and to provide relevant information for improving program performance.
 14. Ability to communicate clearly, both verbally and in writing, to targeted users and audiences, including outside entities, stakeholders, and the community at large.
 15. Ability to effectuate initiative, self-direction, and problem-solving.
 16. Ability to work under pressure, multi-task, manage projects full-cycle, and meet deadlines.
 17. Ability to work cooperatively with colleagues, parents, school and administrative personnel, and representatives of external agencies.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.
2. Training in research methods, needs assessments, survey methodology, data collection and manipulation, evaluation strategies, and/or intermediate/advanced statistics.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Experience in research and evaluation.
3. Experience in data collection and manipulation.

Preferred Qualifications

1. An earned master's degree from an accredited college or university.
2. A minimum of three (3) years of experience in grant program evaluation.
3. Proficiency in database or statistical software use (i.e., Statistical Products and Service Solutions (SPSS), etc.).

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/26/23
- Created: 05/02/10