

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Program Manager, Evaluation, Research, and Assessment, C-SAPA

DEFINITION

Under general direction, plans, coordinates, designs, conducts, and reports on educational evaluation, research, and assessment activities and projects; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Center for Student Assessment and Program Accountability (C-SAPA)

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans and implements all phases of educational evaluation and research studies, including study design, sampling, quantitative and qualitative data collection and analysis, and reporting; seeks funding sources; prepares and implements contracts and grants for evaluation, research, and assessment projects; writes proposals and applications for evaluation, research, and assessment projects, including the development of project design, timelines, staffing, and budgets; manages the administration of state testing programs for students in Sacramento County Office of Education (SCOE) programs; develops and presents assessment and accountability data to staff and clients, and assists them in understanding and using the data for program improvement; plans, convenes, and facilitates meetings of local district testing and evaluation staff to provide updates, and work on collaborative projects; and provides guidance to other C-SAPA and SCOE staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a Bachelor's degree from an accredited college or university, and successful experience in designing and implementing educational evaluation, research, and/or assessment projects. Graduate degree from an accredited college or university with coursework in evaluation, research, measurement, assessment, and/or statistical analysis is desirable. Evaluation, research, and/or assessment experience in a California county office of education or school district is desirable.

Knowledge of:

Evaluation and research methodology and theory; descriptive and inferential statistical analysis procedures and interpretation; psychometric aspects of testing; California's state testing programs including the administration process, data reporting, and appropriate ways to analyze, interpret, and use the data; and California's accountability program, how the Academic Performance Index (API) and Annual Yearly Progress (AYP) are computed, and how they are appropriately interpreted and used.

Skill and Ability to:

Collaborate effectively with educational program managers in planning, implementing, reporting, and using results of evaluation and research studies; plan valid evaluation and research studies using experimental, quasi-experimental, and other designs; identify and select, as appropriate to the evaluation or research study, program participants and control/comparison participants; identify and develop appropriate quantitative and qualitative data collection procedures and instruments for evaluation and research studies and analyze their technical quality; analyze, summarize, and report quantitative and qualitative evaluation and state assessment and accountability data to program managers, funding sources, and other stakeholders; use computer applications for technical writing, budgeting, and statistical analysis; communicate effectively in both oral and written form; plan and conduct meetings and training programs; manage multiple projects; develop and maintain positive working relationships with all persons contacted in the course of work; select, train and supervise staff.

Other Characteristics

Possession of a valid California driver license; ability to provide own transportation and willingness to travel on work assignments; ability and willingness to work additional hours during the week and/or weekend, if required.

Approved by Personnel Commission 9/14/04