

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - EVALUATION & RESEARCH

BASIC FUNCTION:

Under the direction of the Director I-Special Projects, plan, organize, conduct and direct various research and evaluation activities; design research and evaluation methodology; serve as resource in the areas of program evaluation and educational research; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, conduct and direct various program and project evaluation activities; prioritize and develop strategies for planning and development of evaluation and survey projects; review and implement new methods for educational evaluation and research.

Conduct various research services and analysis for various customers including departments within the County Office, school districts and educational partners in the community; develop, disseminate and analyze surveys for customers.

Serve as resource in the areas of program evaluation and educational research; meet and confer with clients to refine research questions or develop evaluation plans.

Serve as lead on 360 implementation; lead, direct and assist members of the Leadership Team on completing 360 feedback.

Lead the required oversight and monitoring of the Williams Settlement related to matters including providing clean and safe facilities, sufficient instructional materials, appropriate teacher credentialing and assignment monitoring; assure accurate reporting of the School Accountability Report Cards.

Manage other programs including the Quality Education Investment Act, the Valenzuela Settlement and Tinsley Voluntary Transfer Plan; assure compliance with regulations and policies related to assigned programs.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare annual preliminary budgets for assigned budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; participate on assigned committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of the evaluation and research activities of the County Office.

Principles and strategies of effective education program evaluation and current statistical practices.

Evaluation research design.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Current research findings and trends relating to education, student achievement and program evaluation.

ABILITY TO:

Plan, organize, conduct and direct various research and evaluation activities.

Design research and evaluation methodology.

Serve as resource in the areas of program evaluation and educational research.

Manage assigned programs and assure compliance with established rules and regulations.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in statistics or related field and four years increasingly responsible evaluation and research experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

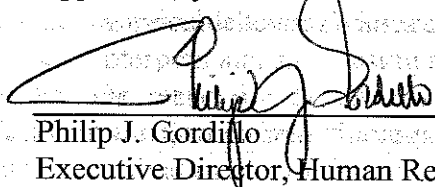
PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date