

## EVALUATION SPECIALIST III, EO-08

### DUTIES SUMMARY:

Has program responsibility for planning, developing and implementing, the evaluation of all educational program areas or specialized activities, including supervision of a staff of professional and clerical personnel; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This class differs from the Evaluation Specialist II in that the Evaluation Specialist III has full program responsibility in planning, developing, and implementing an evaluating program for all educational areas or specialized activities including supervision of a staff of professional and clerical personnel under the general administrative/technical direction of a Director; whereas the Evaluation Specialist II performs the full range of the most difficult and complex assignments in evaluation usually under the general administrative/technical supervision of an Evaluation Specialist III.

Positions in this class are afforded extensive independence in supervising ongoing programs and activities. Controls imposed are generally in the form of goals and objectives as to related activities, policies, and deadlines. In accomplishing special projects or in solving major problems, controls are typically expressed in the form of scope of project, results desired, and time limitations for project completion.

### EXAMPLES OF DUTIES:

1. Provides administrative and technical supervision over the section.
2. Confers with school, complex area, district, county, state, and federal agency personnel to facilitate the accomplishment of program requirements.
3. Prepares the operating budget and expenditure plan for the section; advises school, complex area, district, and state personnel on evaluation planning and development.
4. Assists or represents the Director in presenting information to policy and decision-makers.
5. Serves on special task forces or other committees as requested by the Director.
6. Conducts special studies, makes recommendations, and prepares and submits reports to the Director.
7. Provides technical and consultative services on evaluation to program planners and others; arranges and monitors all external contract evaluation as approved by the Board of Education.
8. Participates in the collective bargaining process by researching, collecting, and preparing necessary data and reports.
9. Performs other related duties as assigned.

### MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

**Education:** Graduation from an accredited college or university with a master's degree in education with specialization in educational psychology, or with specialization in any other field of education, which included course work in research and statistics in education; **AND**

**Experience:** Eight (8) years of responsible professional work experience in education of which four (4) years shall have been in teaching and four (4) years in education evaluation; **OR**

Any equivalent combination of education and experience which provides the following knowledges, abilities and skills:

**Knowledge of:** Foundations of curriculum and instruction; instructional media and computers; foundations of American education; tests and measurements; principles of learning and individual differences; educational statistics; design and evaluation procedures in educational research; research developments, trends and current issues or problems pertinent to the area or areas of assignment; laws, rules, regulations and administrative procedures pertinent to the area or areas of assignment; principles and practices of supervision.

**Ability to:** Provide leadership, planning and coordination in the area or areas of assignment; develop, analyze and evaluate plans, programs and procedures; communicate effectively with others both orally and in writing; operate computer and other business machines; maintain awareness of developments in education evaluation.

**RECOMMENDED EQUIVALENCIES FOR EDUCATION:** None

**RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:** None