



REQUISITION NUMBER: 43690-1

**JOB ANNOUNCEMENT
PROGRAM EVALUATOR - ESSER
Office of Testing & Evaluation**

CLOSING DATE: November 17, 2021

JOB DESCRIPTION

The Program Evaluator shall, under the supervision of the Director of Testing and Evaluation, analyze testing and other data to evaluate the effectiveness of District programs.

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- Master's Degree in an education, social science, computer science, data analytics, technology, or related field.
- Undergraduate/graduate courses to include a minimum of 24 credit hours in research design, statistics, testing, and computer applications.
- Public school teaching or other K-12 work experience (preferred).
- Equivalent of two years full-time experience conducting formal program evaluation or research studies (preferred).
- Experience sufficient to be proficient in:
 - Understanding and following Federal and State guidelines for program evaluation;
 - Database querying and reporting skills to include Microsoft SQL Server, Crystal Reports, or equivalent;
 - Using SPSS, SAS, Python, R or an equivalent statistical package;
 - Setting up experimental and non-experimental designs;
 - Evaluating student performance measures; and
 - Writing clear, concise reports.
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee.

DUTIES AND RESPONSIBILITIES

1. Identify, collect, analyze, and report student and program performance data.
2. Select/design instruments and procedures for data collection.
3. Analyze and summarize data into formal reports for TEA, District administrators, principals, and program managers.
4. Work with District program staff to use evaluation findings and analyze District outcome trends in performance.
5. Complete required evaluations and reports.
6. Supervise Program Evaluation Specialists.
7. Work with internal and external entities for research requests following NISD Research Guidelines.
8. Develop and provide training and presentations on data collection and analysis.
9. Perform other duties as assigned.

WORKING CONDITIONS

Maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Daily attendance and punctuality at work on time every day are essential functions of the job.

TERMS OF EMPLOYMENT

SALARY: \$60,050 - \$87,311

TYPE OF ASSIGNMENT: Full Time, Exempt

PAY GRADE: AD02

MINIMUM WORK DAYS: 226

** The hiring and continuation of this position is contingent upon the award and availability of ESSER III Funds. Salary appropriations are anticipated to be available through the 2023-24 school year and may be extended for additional terms should funding be available.*

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.

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PN: 5927