

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position:	Title I Evaluation Specialist
Supervisor:	Director of Federal Programs
General Job Description:	The Title I Evaluation Specialist will create, implement, and analyze a variety of effective evaluation instruments.

Essential Duties and Responsibilities:

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program, and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development, and performance evaluation to improve the program of the district.
5. Will demonstrate leadership.
6. Demonstrate an understanding of political theory.
7. Comply with all School Board policies and administrative regulations.
8. Communicate effectively with Title I staff, Title I principals, and parents of Title I children.
9. Research and develop innovative methods of effective program evaluations.
10. Complete the annual Title I evaluation.
11. Research data for the Title I sustained growth study which is to be completed once every three years.
12. Develop instruments for data collection.
13. Develop a variety of charts to enhance the presentation of needs assessment and evaluation data.
14. Order and distribute test materials.
15. Assist in training Title I staff to interpret test data.
16. Advise staff of evaluation requirements.
17. Relate objective data to program improvement.
18. Develop instruments to measure Title I student growth in the operational program.
19. Graph progress in school wide programs as opposed to targeted assistance schools.
20. Be responsible for maintaining a current Title I inventory.
21. Maintain a monthly master list of all identified Title I students.
22. Such other tasks as deemed appropriate by the Director of Federal Programs.

Qualifications:

1. A bachelor's degree, a master's preferred.
2. A valid New Mexico license as required by the State of New Mexico.
3. Three years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, traveling long distances, driving a vehicle, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Material to include: Title I guides and federal regulations, all information related to annual standardized testing and evaluation.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

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