

# BALTIMORE CITY PUBLIC SCHOOLS

**JOB TITLE:** Program Evaluator II - Effectiveness Framework  
**DIVISION:** Chief Achievement and Accountability Officer  
**JOB CODE:** 103285  
**DEPARTMENT:**  
**AFFILIATION:** None  
**DATE DEVELOPED:** 12-13-10  
**GRADE:** 184  
**REVISION DATES:**  
**OVERTIME STATUS:** Exempt

**REPORTS TO:** Director – City Schools Effectiveness Framework  
**SUPERVISOR'S SUPERIOR:** Chief Achievement and Accountability Officer  
**POSITIONS SUPERVISED:** NONE

## JOB SUMMARY

Contributes to the City Schools' Effectiveness Framework initiative to create and maintain systems that support data-driven decision making, school improvement, and performance management. The Effectiveness Framework is a comprehensive performance evaluation and professional growth system that will fairly, accurately, and credibly differentiate employees based on their promoting student achievement. The Program Evaluator contributes significantly to the design, development, implementation, and maintenance of quantitative models and tools for the Framework as well as associated professional development activities.

## ESSENTIAL FUNCTIONS

- Prepares statistical and narrative reports surfacing key policy questions based on underlying data and/or graphs, as appropriate; presents research results to Director of Effectiveness Framework and prepares follow up and ongoing analysis
- Implements designated program evaluations per established timelines, including those designated based upon priorities established through federal, state, and district policies; and grant/foundation requirements
- Applies an analytical approach to the solution of a wide variety of problems, or applies specialized techniques or ingenuity in selecting and evaluating approaches to unforeseen problems
- Maintains currency of knowledge with respect to educational research, knowledge management, and performance management
- Liaise with relevant consultants who are contracted to support the development of quantitative measures used to inform school, school leaders and school-based professional evaluation
- Validates various options for use of student growth and/or value-added data for the purpose of school, school leader and/or school-based professional evaluation against existing district data

- Conducts sample runs of various options for use of student growth and/or value-added data for the purpose of school, school leader and/or school-based professional evaluation for those with available data
- Works in collaboration with the Office of Achievement and Accountability and the Information Technology Department to access school data, related information summaries data, and information to prepare and format presentations and related materials
- Conducts statistical analyses using statistical software (e.g., SPSS, SAS). Monitors Effectiveness framework data for trends and indicators and assists in reporting City Schools' progress on various indicators
- Assists in responding to internal and external data requests and prepares data extracts, interim and final reports. Performs assignments as directed by the Director of Effectiveness Framework
- Performs and promotes all activities in compliance with equal employment and nondiscrimination polices; follows federal laws, state laws, school board policies and the professional standards.

## QUALIFICATIONS

- Master's degree in Education, Psychology, Sociology, and/or related field. Concentration in program evaluation preferred
- Five years of experience with program evaluation and/or statistical assessment analyses.
- Additional experience may be substituted on a year for year basis for up to two years of the education requirement
- Understanding of current research and statistical models for the use of student growth and/or value-add models for the purpose of evaluation
- Knowledge of quantitative design and experience with descriptive and item statistics
- Knowledge of qualitative methodologies of interviews, focus groups, observations, and document analysis
- Extensive and varied experience conducting program evaluations involving assessment statistics, including experience with Professional Standards for Program Evaluation
- Experience with quantitative and qualitative program evaluation methodologies, including experience with SPSS and/or other statistical packages such as SAS
- Demonstrated understanding of project management principles and practices. Strong organizational and leadership skills
- Interpersonal skills that ensures effective team building
- Excellent verbal and written communication skills
- Proficient in the use of computer applications, including Microsoft Office

Please send resume to **K. Heather Nolan** at [knolan@bcps.k12.md.us](mailto:knolan@bcps.k12.md.us)

