

# AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	<b>PLANNING AND EVALUATION COORDINATOR</b>	PAY GRADE:	<b>AP5</b>		
JOB CODE:		FLSA STATUS:	<b>EXEMPT</b>	DATE REVISED:	<b>02/23/2022 HC</b>

## AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
  - *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:*
  - *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
  - *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.*
- <https://nationalequityproject.org/>

-Austin ISD Board President, February 2019

## MINIMUM QUALIFICATIONS:

A Master's degree from an accredited university or college with graduate hours in statistics, measurement, research design, programming or other coursework related to program evaluation is required. A Ph.D. in an area related to educational evaluation and/or research is preferred. Three (3) years of experience in a program evaluation-related field and/or applied research is required.

## SKILL REQUIREMENTS:

Successful candidates must possess strong skills in data gathering, research, evaluation, and communication. The ability to work collaboratively with colleagues and community members and contribute to a positive team culture is required. This position requires excellent writing skills and experience with proposal development, technical and non-technical writing, editing skills, and the creation of evaluation plans to assess program impact. Technical skills including design and implementation of program evaluation plans is required. Familiarity with statistical software, data visualization tools (e.g., Tableau), and Microsoft Word and Excel is required. Incumbent will have an excellent track record of communicating results or findings to various audiences and is familiar with data storytelling and visualization techniques. Experience programming reports, modeling, and survey development and administration **is required**. Incumbent must be a team-player, systems thinker, and realistic project manager, comfortable balancing multiple priorities and executing in a fast-paced work environment. This position may focus in a particular subject area and knowledge of and experience in that area is preferred. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to others.

## JOB PURPOSE AND RESPONSIBILITY:

This position is a member of the Office of Innovation and Development team that supports Austin ISD students, staff and families through strategic planning and design, partnerships, and resource development. Incumbent is primarily responsible

for the design and implementation of evaluations of grant-funded programs, data collection and analysis in support of programs and planning efforts and sharing results through reports and other presentations to funders, District and program leaders and community members. This position will lead and support continuous program improvement and strategic planning efforts for programs and the district overall. The work of this position will communicate impact, areas for growth, and support data-driven decision-making.

**ESSENTIAL FUNCTIONS:**

- Assist in strategy development and program design by conducting landscape analyses, reviewing, and synthesizing relevant findings in the field and compiling and analyzing data from existing sources.
- Use data appropriately to communicate rationale for strategy through storytelling and data visualization.
- Work collaboratively with program leadership and stakeholders to develop logic models/theories of change, formulate evaluation questions, identify measurable objectives.
- Support development of grant proposals including:
  - Writing, project management and developing plans for program evaluation.
  - Providing data to inform strategy and expertise specific to formative and summative research and evaluation designs.
- Implement program evaluations including review of existing data sources, design or selection of evaluation tools, collection and analysis of data and interpretation of results.
- Collaborate within community organizations and institutions of higher education.
- Continue to stay up to date and familiar with Austin ISD data systems, standards, and policies
- Communicate findings and/or results effectively including:
  - Presentations, summaries, recommendations for implementation and future areas of study that can be used by program staff, District decision-makers, and funders and partners to drive decisions
  - Presentations to program and campus staff, Austin ISD Executive Leadership and Trustees, the Austin Ed Fund board, community groups and caregivers.
  - Required grant reporting.
- Manage vendors completing research, evaluation and/or analysis projects from design to completion.
- Communicate effectively and maintain positive, productive relationships with school and other central office staff.
- Participate in ongoing training and professional growth to expand knowledge and skills in the areas of research and evaluation, as well as areas of particular interest to the office and/or District (e.g., college and career, enrichment, family engagement, and wellness/whole child).
- Contribute to a positive and inclusive climate among department staff by exhibiting model behavior and supporting appropriate interactions among colleagues.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

This position involves working in a normal office environment. Computer use is required, and prolonged use may result in repetitive hand motion. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS:**

This position will report to Planning and Evaluation Supervisor and will communicate regularly with members of the Office of Innovation and Development Team, Austin ISD program staff and leadership, campus staff and community partners. Interaction and presentation of information to Austin ISD Executive Leadership, Trustees, community partners and Austin Ed Fund Board Members is expected. From time to time, the position may facilitate or manage work done by other staff or vendors. This is a grant-funded position.

*The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.*

**I have read & acknowledge the job description above.**

**Employee Signature:**

**Date:**