



Job Description

Position Title:	Program Evaluator
Job Title:	Program Evaluator I
Function:	Program/Project Management
Family:	Program Management
Reports to:	Director, Institutional & Community Based Research

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$69,460	Mid-Point Salary:	\$84,392
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded				

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

The Program Evaluator participates in the development of program evaluation procedures including the creation and maintenance of Crystal Enterprise reports to evaluate programs, to include federal, state, local, grant funded programs, and post-secondary readiness as assigned. This position is responsible for providing data to complete all required reporting as stipulated by SAISD and any grant funding agency such as the Federal Department of Education and the Texas Education Agency. This includes working closely with external grant evaluators to certify that high-quality data is collected and the integrity of the data is maintained. The Program Evaluator, in conjunction with external program evaluators, ensures that all data collection and federal reporting requirements are met with fidelity.

Essential Functions / Key Responsibilities

1. Develops and maintains the use of information systems and data necessary to show progress on performance objectives and long-range program goals.
2. Collaborates with external evaluators to ensure program objectives meet/exceed performance measures.
3. Collects, maintains, and prepares maintenance required for program and grant information, documentation, and data for assigned projects.
4. Creates and maintains Crystal Enterprise reports for identified curriculum departments, assessments, and programs.
5. Assists assigned program staff, principals, and counselors with information requests.
6. May administer, support, create and maintain Crystal Enterprise reports for District departments including State Compensatory Education reporting, Advanced Academic Services, Magnet programs, Dual Language, Summer Learning, and in support of special projects from the Chief of Data Operations and Services.



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7. Collaborates with grant evaluators, program staff, principals, counselors, and other staff with information requests pertinent to administration/collection of grant-related program data for federal, state, and local programs as assigned.
8. Collaborates and plans with external evaluators monthly to ensure documentation and program objectives meet and/or exceed performance measures.
9. Collaborates with external research partners to establish data sharing and research agreements in accordance with District policies and procedures.
10. Develops moderately complex models that can be used to predict future outcomes based on current trends using advanced levels of knowledge.
11. Acquires, interprets, and understands moderately complex datasets from primary or secondary data sources and maintain databases/data systems.
12. Develops data visualizations, dashboards, and reports to communicate trends, insights, and performance metrics that support informed decision-making.
13. Manages reporting activities and provides support for district initiatives and programs.
14. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 3+ years progressive experience in research, education, database systems, Crystal Reports, and federal and state grant reporting.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Qualifications

- Master's Degree from an accredited college or university.
- 5+ years progressive experience in research, education, federal or state grant reporting, database systems and Crystal Reports.

Knowledge, Skills & Abilities

- Demonstrated knowledge of grant evaluation and reporting specifications.
- Solid knowledge of data reporting software.
- Proven ability to analyze, interpret and disseminate actionable data reports.
- Proven ability to foster innovative technology solutions, and design innovative data collection and reporting solutions.
- Solid knowledge of SQL syntax and experience in technology solutions.
- Knowledge of ArcGIS, QGIS, or other geospatial analysis software.
- Proven ability to work with district, administrative or personnel systems and subsystems.
- Demonstrated knowledge of computers and peripherals.
- Excellent organizational, written, and verbal communication, and interpersonal skills.
- Proven ability to analyze moderately complex data, problem solve, think critically, and manage conflicts.



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Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.

Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____