

# Leon County Public Schools Classification Specification

Salary Grade 26

## Summary Information:

**Classification Title:** Evaluation Specialist

**Date Prepared:** 04/2003

**FLSA Status:** Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires decision-making which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

## Activity Identification

### Activity Name

120	Naturalistic Observation	Apply methodologies using standardized protocols for the systematic collection and analyses of data for a variety of audiences and constituencies.
121	Instructional Program Evaluation	Review proposals, plan, design and conduct evaluations of specific <u>educational</u> , <u>staff development</u> , and <u>auxiliary</u> programs.
122	Research Projects	Review research requests, plan, design and conduct research projects on specific <u>educational</u> issues.
253	Regular Education Curriculum	Monitor and evaluate existing programs, curricula, materials, and standards for regular education.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non educational</u> programs and performance.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
123	Standardized Testing - Data Compilation	Collect, update, maintain, compile, and report basic research data pertaining to student testing and evaluation programs.
124	Standardized Testing- Coordination	Order, process, and distribute materials used in administering standardized tests.
126	Standardized Testing- Analysis Reporting, and Interpretation	Analyze standardized test results and assist teachers, staff and the community in understanding testing purposes and results.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).

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**Activity Name (cont.)**

599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

<b>Education/Experience:</b>	M.A. with three years related experience; or B.S. or B.A. Degree with five years related experience two of which must include supervision of ten or more employees
<b>Supervisory Responsibility:</b>	Yes
<b>Type of Supervision:</b>	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003