

process and product evaluation design, evaluation instruments, data collection or assessment techniques and timelines; coordinate administration, scoring, and outcome reporting.

Lead, participate in and assure the timely production, quality, accuracy, completeness and technical quality of reports, documents, grant evaluations and internal and external research projects produced within assigned division(s); audit, validate and assess data collection and analysis and prepare a variety of narrative, statistical, summative reports, visualizations, records and files related to assigned activities.

Interpersonal skills using tact, patience and courtesy; techniques and principles of high-quality customer service.

Ability to:

Plan, organize, control and administer an assigned area of the district's System, Planning and Performance services, staff and activities.

Assure efficient and timely delivery of program services, projects and activities; meet key deadlines for reporting and accountability initiatives.

Demonstrate professional level expertise in technical activities of assigned discipline(s).

Communicate technical research or data concepts and procedures to a variety of audiences and serve as a technical resource for District personnel.

Think strategically and develop short and long term research, evaluation and assessment plans; lead and participate in the development and implementation of, division policies and practices.

Operate a computer, use statistical software for measurement, testing and evaluation and generate a variety of reports.

Read, understand and provide detailed information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.

Maintain current knowledge on trends and developments in the assessment, research and evaluation field.

Coordinate and verify completion of federal, state and district administrative reports.

Monitor and control expenditures to ensure compliance with budget.

Conduct studies, analyze data and prepare, deliver and direct the preparation of a 01 54718Tm[pa]3d -4)-(e

