

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PERSONALIZED ACHIEVEMENT CURRICULUM ENVIRONMENT (PACE) GRANT EVALUATOR**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, the PACE program evaluator performs a variety of highly responsible research, analytical, and administrative tasks in leading the strategic use of PACE model for personalized learning facilitating the researched based components of a plan. Designs and implements a process and systems to examine student performance and teacher effectiveness using technology. The employee is responsible for collecting, verifying and managing educational data both qualitatively and qualitatively. Must be able to perform educational research, gather data, determine data quality develop evaluative processes. The PACE program evaluator creates a review process to evaluate the effectiveness of the PACE program by developing feedback methods such as surveys, conducting user interviews individually and in focus groups and recording results for evaluation using data. The PACE program evaluator also creates a plan to increase programming quality and uses the data to allow the PACE schools administration, member of the PACE grant project to make professional informed decisions regarding the instructional process. The PACE program evaluator will be required to develop and deliver regular progress reports. The employee reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Designs various data collection projects and activities.

Develops timelines for implementation of data management projects, including resources needed.

Determines overall quality of data.

Trouble shoots and corrects problems with data.

Researches federal or state guidelines to determine requirements and time line in a thorough and timely manner.

Ensures Family Educational Rights Privacy Act (FERPA) compliance with data.

Is familiar with the use of educational evaluation practice of Context Input Process Product (CIPP) model for educational evaluations.

Is competent in the use of SPSS, although other statistical software packages are available.

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Is skillful when presenting data to different audiences.

Liaison with Federal Grants Director to obtain necessary information and commitment to proposed projects. Obtain from other stakeholders, of from own research, background information, statistics and program proposals in accordance with established procedures.

Defines goals and/or required results at beginning of performance period for all relevant grants.

Communicates regularly with staff on progress toward defined goals and / or required results, providing specific feedback and initiating corrective action when defined goals and/ or results are not met.

Develops an evaluation plan with timelines to carry on activities related to the grant evaluations which may include but not to be limited to school visits, personnel interviews, student interviews, teacher logs, portfolio, and others related to support, input, participation, etc.

Coordinates with the Director of Assessment on any data needed for evaluation.

Designs the evaluation component of the PACE grant, including conducting the needs assessment, collecting baseline data and writing measurable objectives.

Assesses/surveys employees working on grants at scheduled intervals, obtains and considers all relevant information in evaluations.

Establish a data collection system utilizing the Data Warehouse. and other tools such as the Gantt Chart Model.

Develops charts, tables, graphics for grant application, assessment tools, data collection tools, matrix, calendar of activities, and others, necessary to compile the evaluation reports. Prepares graphics for presentation for PACE grant application: matrix, calendar of activities, etc.

Maintains files containing grant data and other relevant information.

Plans, collects data, analyses and evaluates all federal and state grant programs.

Following awards, this person monitors all phases of award, including assessment of technical progress and performance.

Monitors and evaluates program goals, objectives, achievements, and effectiveness.

Writes and submits grant evaluation reports according to guidelines, incorporating research and input obtained from all stakeholders.

Completes program reports in a timely manner as required by local, state and federal guidelines.

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Assures that staff conducts compliance, programmatic, financial and performance monitoring of PLE program. Prepares and disseminates reports.

Attends and provides professional development programs and meetings as requested.

Complete other duties as assigned.

### **ADDITIONAL JOB FUNCTIONS**

Carries out duties assigned by the Executive Director Instructional Technology/PACE.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in Educational Research, Statistics or other related discipline and three years' experience conducting program/grant evaluations and five years of education-related experience. Knowledge of evaluation procedures, funding process and compliance issues regarding major state or federal program development and evaluations; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, scanners, modems, cable testers, etc. Must be able to exert up to 30 pound of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical requirements are consistent with those for Sedentary Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

**Language Ability:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write evaluations using original or innovative techniques or styles. Ability to gather data from multiple projects and conduct formative and summative assessments.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive

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variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting and computer terminology.

**Numerical Aptitude:** Ability to collect data from the different grant projects, calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in performing data entry.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of federal, state and local policies and procedures regarding grants.

Considerable knowledge of current evaluation practices.

Excellent organizational, writing, data collection, data analysis and interpretation skills.

Knowledge and skills in applying analytical and evaluative techniques to the identification and resolution of grant evaluation issues.

Advanced level computer skills required (e.g. word processing, spreadsheets, data bases, email).

Ability to develop grant evaluation plan and to coordinate evaluation reports with appropriate departments.

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Ability to develop long term goals and objectives.

Ability to evaluate the effectiveness of programs and make recommendations for improvements.

Ability to evaluate requests for changes and/or updates.

Ability to schedule and monitor development projects.

Ability to develop clear, effective instructions for PACE facilitators and Executive Director.

Ability to effectively express ideas orally and in writing.

Ability to develop and administer budgets.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.