

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

|                    |                                |                        |                     |
|--------------------|--------------------------------|------------------------|---------------------|
| <b>TITLE:</b>      | Evaluation Administrative Aide | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Institute for Learning         | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt                     | <b>SALARY GRADE:</b>   | 039<br>OTBS         |
| <b>REVISED:</b>    | September 3, 2002              |                        |                     |

---

**BASIC FUNCTION:**

Relieve the workload of program evaluation managers by performing delegated tasks required to complete evaluation projects.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Assist with administrative detail and routine activities. **E**

Review evaluation aspects of project plans. **E**

Communicate with district and school staff relative to necessary revision of plans to comply with state and federal laws and regulations. **E**

Maintain liaison with staff concerning testing, statistical or other aspects of evaluation reports or forms. **E**

Collect data required to carry out evaluation tasks. **E**

Conduct statistical analyses and prepare displays of data associated with curricular evaluation, inservice programs, and needs assessment activities. **E**

Maintain records relative to process and product evaluation activities or other department endeavors. **E**

May use microcomputers and main frame computer printouts in analysis of data.

May represent supervising evaluator at district, county or other meetings.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with course work including tests and measurement, statistical methods, research design, and evaluation techniques. Experience in a school system, public service occupation, or business and industry involving program content or methods analysis is preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Application of evaluation models, analysis techniques, and statistical procedure.

Modern office procedures and methods.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Organize diverse data and prepare concise written and oral reports.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of district staff, pupils, and professional staff from universities and consulting agencies.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.30.04—PeopleSoft

Issued 3/89

Job Code 6536

PH