

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Evaluation Administrative Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	046 OTBS
REVISED:	September 3, 2002		

BASIC FUNCTION:

Provide assistance to Assessment, Research, and Reporting managers in the conduct of evaluation studies; direct the work of assigned staff.

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 including evaluation design, implementation, research, data collection, statistical analyses, and reporting of data related to the evaluation of various district programs including the district's integration program. **E**

Make special studies; organize, coordinate, edit, and direct the preparation of evaluation reports, presentations, training handbooks, surveys, and other evaluation instruments. **E**

Prepare displays of data as appropriate. **E**

Draft correspondence and evaluation reports. **E**

Utilize computerized statistical models and data bases in assigned evaluation reports and studies. **E**

Organize, coordinate, and schedule various evaluation activities, including locating and confirming appropriate facilities, notifying participants, and preparing and securing necessary materials and equipment. **E**

Coordinate and schedule various evaluation site visits. **E**

Participate in program observations and interviews. **E**

Act as liaison with district and school staffs relative to evaluation activities. **E**

Train and direct the work of assigned personnel. **E**

Process contracts and consultant agreements. **E**

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, and one year of experience which included research, analysis, and report preparation. Coursework must include instruction in tests and measurement, statistical methods, research, evaluation design and evaluation techniques.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Theories of qualitative and quantitative evaluation.
Modern office procedures and methods.
Reading and writing English communication skills.

ABILITY TO:

Apply qualitative and quantitative evaluation.
Learn statistical analysis related to program evaluation.
Gather and organize diverse data and prepare oral and written reports.
Use computerized data management and analyses.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
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.