

**Job Title:** Director Strategic Planning and Program Evaluation  
**Wage/Hour Status:** Exempt

**Reports to:** Executive Director Strategic Planning and Design  
**Pay Grade:** 108

**Dept/School:** Strategic Planning, Analytics, Accountability  
**Date Revised:** November 8, 2023

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### **Primary Purpose**

Oversee and manage activities focused on the implementation of evaluation plans, providing survey and data services, supporting project planning and management, and coordinating research requests across the district.

### **Qualifications**

#### **Education/Certification**

Master's Degree from an accredited university

#### **Special Knowledge/Skills**

- Strong organizational, communication and interpersonal skills
- Ability to independently facilitate meetings and evaluation planning sessions with administrators
- Skill in using personal computers, office productivity software, data information systems, data visualization software, and project management software
- Knowledge of data analysis, report writing, and graphical/textual presentations
- Strong and effective organizational, communication, and interpersonal skills
- Ability to effectively communicate using technical writing skills
- Skill in communicating and presenting to a wide range of audiences and determining the appropriate dissemination methods
- Knowledge of state and federal systems and mandates for program implementation and requirements for program compliance
- Skill in evaluation design to include developing logic models and data collection instruments
- Skill in applying data visualization techniques in reporting
- Knowledge of student information systems
- Knowledge of process development
- Ability to interpret policies and apply to departmental procedures
- Ability to utilize project management software
- Ability to determine and maintain a return-on-investment model for the department

#### **Experience**

Three (3) years experience in program evaluation or conducting educational research, or educational administration combined with the application of formal evaluation methods on a large-scale

One (1) year experience utilizing Business Intelligence or Analytical Tools to develop dynamic dashboards.

Experience may come from college coursework of professional application

### **Major Responsibilities and Duties**

1. Oversee and coordinate the evaluation of district initiatives and programs.
2. Design, coordinate and monitor the implementation of evaluation plans for departments and campuses.
3. Oversee, coordinate, and monitor various appropriate measurement techniques related to program evaluations.
4. Collaborate with district personnel to determine existing program needs and ensure an appropriate level of support to program managers by guiding evaluation staff.
5. Coordinate the external research request processes and serve as the point of contact.
6. Assist in supporting the external research request processes by serving as the coordinating member of the EPISD Research Review Board.
7. Develop a district wide survey request process to avoid both the duplication of surveys and survey fatigue.

8. Assist in creating, distributing, gathering, analyzing, reporting, and disseminating surveys for program evaluation as well as for internal and external stakeholders.
9. Maintain, prepare, distribute departmental reports, and present findings to appropriate audiences, as needed.
10. Assist with project planning and management for internal stakeholders.
11. Manage the annual planning activities and web pages of the Strategy & Evaluation office, including the maintenance of the documents to assist with tracking compliance efforts.
12. Annually review, prioritize, update, and maintain department processes and procedures in collaboration with assigned staff to support the district's efforts of identifying efficiencies and improving department processes.
13. Maintain current knowledge and understanding of district policies and conduct an annual review of any policies that the department has oversight of.
14. Annually review the department Administrative Reference Guide and update accordingly.
15. Annually review the department job descriptions with assigned staff and biannually update.
16. Develop and manage the department's annual budget within the established budget parameters and ensure compliance with guidelines.
17. Supervise assigned staff and conduct annual employee appraisal.
18. Train assigned staff, as needed.
19. Support department efforts to ensure compliance during state testing by assisting with the monitoring of campuses, as needed.
20. Utilize project management software to document, track and monitor completion of assigned projects and make necessary adjustments to improve performance and efficiency.
21. Participate in professional development activities and maintain current knowledge in education trends and related fields.
22. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent prolonged and irregular hours. Require prolonged use of the computer, and repetitive hand motions.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.