

**Job Title:** Coordinator Strategic Planning and  
Program Evaluation

**Wage/Hour Status:** Exempt

**Reports to:** Director Strategic Planning and Program  
Evaluation

**Pay Grade:** 104

**Dept./School:** Strategic Planning, Analytics, Accountability

**Date Revised:** November 1, 2024

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### Primary Purpose

Work with district leaders and department staff to design and conduct program evaluations, support external research coordination efforts, assist with project planning, and provide data reports and survey services across the district.

### Qualifications

#### Education/Certification

Master's Degree

#### Special Knowledge/Skills

- Ability to independently facilitate meetings and evaluation planning sessions with administrators
- Skill in using personal computers, office productivity software, data information systems, and data visualization 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 evaluation requirements for compliance
- Skill in evaluation design to include developing logic models and data collection instruments
- Skill in applying data visualization techniques in reporting
- Skill in project planning and management

#### Experience

Three (3) years' experience in program evaluation, conducting educational research

*OR*

Three (3) years' experience with the operational function(s) of a major educational program(s) in the K12 setting.

### Major Responsibilities and Duties

1. Work with District leaders and program staff to determine evaluation needs of the program.
2. Design and implement evaluation plans and continuous improvement for district programs.
3. In coordination with program staff, identify and develop appropriate measurements and data collection tools for program success.
4. Assist department personnel with the determination of various logic model components to assist with program evaluations, planning, recommendations, expectations, and communication, as needed.
5. Assist in creating, distributing, gathering, analyzing, reporting, and disseminating surveys for program improvement.
6. Gather, analyze, and report data to departments and campuses utilizing a variety of data visualization techniques.
7. Assist with districtwide strategic improvement planning and related projects.
8. Assist program managers with project planning and project management.
9. Prepare reports for programs and present findings to the appropriate audiences, as needed.
10. Assist in supporting the external research request processes by serving as an active member of the EPISD Research Review Board, as needed.

11. In coordination with the department Supervisor, annually review and provide feedback of department processes and procedures to support the district's efforts of identifying efficiencies and improving department processes, as needed.
12. Assist with the development and implementation of department goals.
13. Maintain current knowledge and understanding of District policies.
14. Participate in professional development activities and maintain current knowledge in education trends and related field.
15. Assist with the department's efforts to monitor campuses during state testing, as needed.
16. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; occasional districtwide travel, repetitive hand motions, prolonged use of computer.

**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: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.