



Job Title: **Administrator of Evaluation & Leadership Development**

Department: **Department of Human Resources**

Supervisor: **Director of Human Resources**

Lane Placement: **Admin Lane 4**

Schedule: **8 hrs / 242** Evaluation Group: **CLASS-D**

FLSA Classification: **Exempt**

*This position is for current CSD employees only and will be considered a lateral transfer from their current assignment. The employee appointed to this position will be assigned on special assignment for a period of two (2) years. When the special assignment is complete the employee will be returned to a like position previously held; e.g. Teacher Specialist, Assistant Principal, K-8 Principal, etc.*

### **JOB DESCRIPTION**

Under the direction of the Director of Human Resources and the collaboration with other District departments (e.g. Human Resources, School Performance, Evidence-Based Learning, Special Education, Student Advocacy, Student Supports Services, Education Technology, Legal Services etc.) the Administrator of Evaluation and Leadership Development coordinates the development, implementation and monitoring of District employee evaluation systems; e.g. CLASS, CTESS and JCES. The Administrator of Evaluation & Leadership Development will provide District wide training and support certifying administrators in the evaluation process ensuring fidelity, reliability and validity. The administrator will coordinate services related to the evaluation systems between District departments, USOE and outside vendors, if any.

The Administrator of Evaluation and Leadership Development will also work collaboratively with District departments to identify leadership needs, create resource materials, and provide support to educational leaders through mentoring and collaboration.

### **ESSENTIAL FUNCTIONS**

- Assist the Director of Human Resources to ensure that the operations and activities of the department of Human Resources comply with Board goals, policies and guidelines.
- Provide leadership and direction, as assigned, in all matters relating to employee evaluations including, but not limited to:
  - Supervise the implementation of evaluation systems,
  - Facilitate the evaluation, maintenance and monitoring of the evaluation systems effectiveness,
  - Analyze evaluation data identifying areas of need,
  - Keep abreast of evaluation research and developments,
  - Coordinate and report evaluation data to ensure compliance with statutes, USOE board rules and District policies,
  - Lead and/or assist in the creation of and follow through of "Plans of Assistance" for employees on performance remediation as required by State law,
  - Lead and/or assist in the development, recommendations, interpretation and direction of all policies and programs related to evaluations,
  - Act as liaison between principals and Human Resources concerning employee evaluations,
  - Lead and/or assist in development, implementation and evaluation of short and long-term planning and accountability procedures for evaluations,
  - Lead and/or assist in development, recommendations, interpretation of policies and programs related to employee evaluation,

- Keep abreast of current trends, laws and Board rule related to employment evaluations assuring District compliance, and
- Ensure proper management of all files pertaining to employee evaluations.
- Under the direction of the Director of Human Resources may provide assistance and guidance to principals and directors related to employee evaluations, performance, and discipline and documentation procedures.
- Under the direction of the Director of Human Resources, may provide assistance and guidance to principals and directors related to employee evaluations, performance, and discipline and documentation procedures.
- Monitor and ensure compliance with district policy regarding all activities of the department of Human Resources.
- Assist in interpretation and dissemination of information to employees, community or media concerning evaluations.
- Assist in interpretation and dissemination of information to employees, community or media concerning personnel matters.
- Assist as assigned in planning and implementation of in-service and staff development programs.
- Assist in preparation of district, State and federal reports as required.
- Represent the District at local, State and national meetings and participate in professional organizations as appropriate.
- May consult legal counsel and other entities to ensure that evaluation policies comply with federal and state law.
- Predictable and reliable attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned; e.g. recruitment, candidate interviews, SAT participation, etc.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory (K-12)".
- Requires a Master's Degree from an accredited college or university.
- Requires graduate level writing and verbal skills.
- A minimum of five years of experience as a school administrator, preferred.
- Significant experience with evaluation; e.g. ESP personnel, teachers, administrators.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a valid driver's license.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, cabinet, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, and various other programs, etc.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.

- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 11/01/2019