



Title: Director of Data and Evaluation, Communities In Schools of Indiana (CISIN)
Reports to: Executive Director, Communities In Schools of Indiana (CISIN)
Classification: Exempt
Status: Full-Time, Benefits: 18 Vacation Days, 10 Paid Holidays, No Health Benefits

JOB SUMMARY:

Under the direction of the Executive Director, directs a variety of technical and administrative activities related to training and coordinating data entry, data analysis, reporting outcomes, and program evaluation for to all Communities In School initiatives. The Director of Data and Evaluation will be assigned as **the Point of Contact** for a designated set of schools that CIS Indiana provides direct services with the role to: supervise site staff; build new and strengthens existing partnerships; serve as a member of community coalitions and committees; and communicate with school and district leadership.

ESSENTIAL JOB FUNCTIONS:

Data Collection, Analysis, and Evaluation:

- Train CIS site coordinators to use the CIS Data Management System (CISDM).
- Act as liaison for CIS involving issues with CISDM, Total Quality Systems (TQS-CIS Accreditation Procedures), student and school outcomes, and research with staff at the state and national level.
- Establish and maintain relationships with Indiana school districts and other agencies to assist in data collection, analysis and reporting for CIS initiatives.
- Meet periodically with other CIS Leadership staff to review their data needs and support required
- Provide technical support for CIS Board and other CIS Indiana affiliates.
- Provide custom and standard reports about student attendance, enrollment, service delivery, outcomes, dropouts, demographics, and other data for program areas, departments, board members, and outside agencies, as needed with accuracy and in a timely manner.
- Provide timely reports to board, grantors, stakeholders, and the community.
- In partnership with Resource Development and Communications find new methods and approaches to sharing CIS data with the community to tell student and family stories.
- Oversee the implementation of longitudinal outcomes tracking and third party evaluation.

Point of Contact Responsibilities:

- In partnership with school leadership, hire and provide orientation to school based site coordinators.
- Oversee development and monitor implementation of annual plan at school sites to ensure that all aspects of the plans are successfully implemented.
- Monitor and evaluate services including site management and planning, case management and planning, and school/community programs and services to maximize effectiveness.
- Assist in the preparation of staff calendars and priorities.
- Conduct monthly on-site and as-needed visits throughout the year to provide support and supervision to school based site coordinators.
- Coordinate involvement with other agency partners.
- Conducts employee performance reviews as scheduled.
- Assists with public relations activities including special events and the development of publicity materials.
- Assists with the development and implementation of agency strategic and annual operations plan.
- Other duties as assigned by supervisor.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in social work, education, public administration, or related field required, preference to those with Communities In Schools experience.
- Three years of successful work experience in data entry and analysis.
- Ability to use Microsoft software, to include an advanced level competency in Microsoft Excel including the use of formulas, pivot tables, macros, lookup tables and functions, and charts.
- Previous supervisory experience.
- Experience in working with schools and/or at-risk students, program implementation and administration, case management, data entry and analysis, and proven leadership skills.
- Ability to establish and maintain working relationships with school administrators, personnel, students, parents and the public.
- Excellent communication skills both verbal and written.

Director of Data and Evaluation should demonstrate competence in the following:

- Ethical Decision Making: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

PHYSICAL REQUIREMENTS:

Work Environment	Office/School/Community
Lifting Requirement	25 pounds
Travel Requirements	Occasional travel, including conferences, meetings, travel between school sites, etc. Pass various background checks

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.