Job Announcement: Education Program Specialist (Sponsor Evaluation)

The Ohio Department of Education, Office of Community Schools, is seeking a customer focused, data-driven, analytical and detail-oriented individual to support the sponsor evaluation system.

**Major Responsibilities & Duties:**
Participates in one or more aspects of authorizer evaluation (e.g., training; collection of primary data, compliance and quality components):

- Revises and updates evaluation instruments, as needed (e.g., quality, compliance);
- Performs review and analysis of primary data as well as existing data collected through the departments data systems and in multiple formats provided by authorizers;
- Prepares and delivers presentations and trainings;
- Collaborates with the evaluation team;
- Performs independent actions on the part of the evaluation assessment;
- Prepares reports (e.g., evaluation reports for annual authorizer evaluations; summary reports of authorizer evaluations; recommendations for authorizer agreement changes, probation, or termination);
- Presents summary information;
- Monitors authorizer’s follow-up actions over time, as needed;
- Assists in preparation for Governor’s Report on Charter Schools and in the annual authorizer evaluation ratings;
- Assists with development of policies and procedures related to special projects, or legislative changes.

Serves as a content expert for the Office of Community Schools:

- Monitors charter school authorizers and charter schools for compliance with the Ohio Revised Code (ORC), the Ohio Administrative Code (OAC), and requirements of charter school contracts (e.g., accountability and school performance) and authorizer obligations;
- Provides information as needed for the administration of the Charter School Program Grant;
- Performs analyses and writes reports;
- Reviews legislative proposals and makes legislative recommendations to office leadership;
- Makes recommendations to the Ohio Department of Education (ODE) administrators with regard to operation of the community school program;
- Participates in rule development and writing;
- Responds, verbally and in writing, to diverse constituent requests and complaints.

Provides and/or arranges training on the authorizer evaluation components, processes, and procedures:

- Designs, develops, and documents information products for all stakeholders, including web-based training modules to assist with technical assistance for authorizers, schools, and stakeholders;
- Manages the development and delivery of workshops (e.g., coordinates presenters and/or materials; prepares and/or arranges for the presentation) for various audiences (e.g., internal and/or external stakeholders; authorizers);
- Evaluates workshop satisfaction and assesses need for number, type, and frequency of workshops.

**Minimum Qualifications:**
Completion of a graduate core program in one of the following areas (i.e., education, business administration, social sciences, public administration, marketing, Juris Doctorate, economics, psychology, organizational development, public policy); **and 3 years demonstrated experience in any combination of the following:**

- Evaluation & research which may include internet, database, publication, and market analysis (e.g., city planning, grant development)
- Participating in or working with Teach for America or other educationally-related fellowship programs
• Managing organizational best practices & initiatives to ensure compliance, sustainability, and viability of new & on-going public & private entities (e.g., sponsors/authorizers, non-profits, public/private education administration, colleges/universities)
• Tracking, analyzing, and synthesizing trends in large data sets (e.g., charter school enrollment, immunization rates, poverty rates, unemployment rates)
• Instruction, administrative, or authorizer experience with charter schools and/or other education-related entities which must include experience in data collection, analysis, evaluation, and charter school/authorizer contracts (e.g., new, renewal)
• Analyzing and summarizing public or charter school finance reports (e.g., Auditor of State reports, FTE reports)

OR Completion of an undergraduate core program in one of the following areas (i.e., education, business administration, social sciences, public administration, marketing, law, economics, psychology, organizational development, public policy); and 4 years demonstrated experience in any combination of the following:

• Evaluation & research which may include internet, database, publication, and market analysis (e.g., city planning, grant development)
• Participating in or working with Teach for America or other educationally-related fellowship programs
• Managing organizational best practices & initiatives to ensure compliance, sustainability, and viability of new & on-going public & private entities (e.g., sponsors/authorizers, non-profits, public/private education administration, colleges/universities)
• Tracking, analyzing, and synthesizing trends in large data sets (e.g., charter school enrollment, immunization rates, poverty rates, unemployment rates)
• Instruction, administrative, or authorizer experience with charter schools and/or other education-related entities which must include experience in data collection, analysis, evaluation, and charter school/authorizer contracts (e.g., new, renewal)
• Analyzing and summarizing public or charter school finance reports (e.g., Auditor of State reports, FTE reports)

OR 6 years demonstrated experience in one of the following:

• Evaluation & research which may include internet, database, publication, and market analysis (e.g., city planning, grant development)
• Participating in or working with Teach for America or other educationally-related fellowship programs
• Managing organizational best practices & initiatives to ensure compliance, sustainability, and viability of new & on-going public & private entities (e.g., sponsors/authorizers, non-profits, public/private education administration, colleges/universities)
• Tracking, analyzing, and synthesizing trends in large data sets (e.g., charter school enrollment, immunization rates, poverty rates, unemployment rates)
• Instruction, administrative, or authorizer experience with charter schools and/or other education-related entities which must include experience in data collection, analysis, evaluation, and charter school/authorizer contracts (e.g., new, renewal)
• Analyzing and summarizing public or charter school finance reports (e.g., Auditor of State reports, FTE reports)

Additional Information:
- Starting compensation for this position is non-negotiable at $26.30 hourly/$54,704 annually with the opportunity to advance in pay after 6 months.
- Requires travel throughout State of Ohio & may require overnight stay. Occasional evening or weekend hours might be required. (Must be willing & able to secure a valid Driver’s License OR supply your own transportation).

The Ohio Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.