



## DIRECTOR OF IMPACT AND EVALUATION JOB DESCRIPTION

**Job Title:** Director of Impact and Evaluation  
**Department:** Programs  
**Reports To:** Chief Programs Officer  
**FLSA Status:** Exempt

**Position Summary:** The Director of Impact and Evaluation will be a motivated self-starter to lead the organization in program analysis, outcomes evaluation and data systems. They will initiate program and process evaluation inquiries, analyze data, assess outcomes and provide recommendations to management to continuously improve service delivery for students. The Director of Impact and Evaluation manages CIS of Greater Tarrant County's data requirements for research and grant partnerships, reporting to Texas Education Agency, the CIS National office, and ensures timely reporting to stakeholders. Designs and delivers creative, user-friendly, and visually appealing reports for external stakeholders, school districts, funders, community publications, board meetings, etc.

**Supervisory Responsibilities:** Data entry personnel

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with Program staff to ensure compliance for all CIS and TEA policies, procedures, and timelines regarding data collection and reporting
- In partnership with Program staff, oversee regular reporting from campus sites, monitor for errors, and ensure the timely entry of clean data into various databases
- In partnership with Program staff, research, design, and/or recommend new and innovative methods/tools to measure student progress across multiple areas of growth, to help tell the story of the impact of CIS services.
- Analyze and interpret data trends to inform program growth and improvement
- Provide outcomes reports demonstrating the impact of CIS for students served and return on investment, both for district partners and funders
- Conceptualize analysis or research designs, select and refine study measures, and oversee quality control of data collection for evaluation of CIS programs and initiatives
- Collaborate with research partners, funders, and internal staff to design, develop, and implement data visualization dashboards, logic models, and reports
- Assist with training staff and administration on proper techniques and protocol for compliant data collection and reporting
- In partnership with the Chief Programs Officer and Chief Clinical Officer, ensure that data collection and reporting processes are HIPPA and FERPA compliant
- In coordination with the Chief Programs Officer, collaborate with the CIS network as it pertains to trainings, presentations, and meetings hosted by CIS National or Texas Education Agency
- Promote a culture of team building, high professional standards, and professional development

- At all times, represent the best interests of CIS, demonstrate support for its mission, and promote positive views of the organization, its policies, and benefits of employment with CIS

**Competencies:** To perform the job successfully, an individual should demonstrate the following.

- **Adaptability** – Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation.
- **Communications** – Expresses ideas and thoughts verbally and in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods. Maintains confidentiality of sensitive student information.
- **Dependability** – Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- **Impact & Influence** – Achieves win-win outcomes. Addresses divergent opinions. Displays ability to influence key decision-makers. Pursues and wins support for ideas. Uses authority appropriately to accomplish goals. Maintains professional image as an example for staff.
- **Innovation** – Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas.
- **Managing People** – Provides Direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Planning & Organization** – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Project Management** – Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.
- **Strategic Thinking** – Adapts strategy to changing conditions. Develops strategies to achieve departmental goals. Identifies external threats and opportunities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

- Bachelor's degree in Business, Social Work, Public Policy, or Education preferred. Master's preferred
- Some coursework in research methods or statistics strongly preferred
- At least 3 years of experience working with database management, data collection, analysis, research design, survey design, logic models, and data reporting
- Proven ability to process, manage, and report on high volumes of data
- Analytical skills necessary to explore and learn new technologies

**Language Ability:**

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

**Mathematical Ability:**

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

**Reasoning Ability:**

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Microsoft Office Suite: Proficient in Microsoft Excel, Word, and PowerPoint. Experience with database management required. Experience with statistical analysis programs such as SAS or SPSS preferred.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Physical Demands:** The physical demands 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.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

***The values of Communities In Schools are Accountability, Integrity, Collaboration, Equity, and Excellence. Furthermore, CISGTC values diversity and inclusion at all levels of the agency. Therefore, people of all backgrounds and abilities are encouraged to apply.***

***Please send resume and cover letter to Lindsey Garner, President & CEO, at [lindsey.garner@cistarrant.org](mailto:lindsey.garner@cistarrant.org).***