



ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

TITLE: Data and Evaluation Coordinator

REPORTS TO: CFL Deputy Director

SUMMARY/PRIMARY PURPOSE OF JOB: The Data and Evaluation Coordinator supports AASB staff, member districts, and community partners to utilize a wide range of data and evaluation tools for program planning and decision-making. Ensures that required indicators are established, tracked, and reported on for major grant projects. Provides training and technical assistance to a wide range of experience levels and audiences.

Key Responsibilities:

- Oversee data collection, analysis, and reporting toward key performance indicators for multiple complex projects.
- Build the capacity of AASB staff, member districts, and partner organizations to utilize data for continuous quality improvement, program planning, and communications. This may include facilitating workshops, both in-person and virtual, as well as providing ongoing support to district or school staff.
- Create and maintain internal systems for managing data and reporting needs, including data dashboards and program reports submitted by contractors or sub-grantees.
- Support AASB in utilizing culturally relevant evaluation methods to understand program quality, client satisfaction, and impact. Assist all staff in collecting data on Long Range Plan objectives and outcomes.
- Act as liaison between AASB and contracted evaluation service providers, including managing contracts and scopes of work, data sharing agreements, IRB protocols, and project deliverables.
- Provide training and technical assistance to grant partners to support data collection, reporting, and shared measurement across regional or statewide projects.
- Develop tools or work with contractors to develop materials for data dissemination, storytelling, visualizations at conferences, and to share with funders and the public.
- Support the SCCS Coordinator and the School Climate Team to ensure the School Climate and Connectedness Survey is aligned with AASB's and districts' needs, update content, and develop tools for dissemination.
- Support the SCCS Coordinator and the School Climate Team to provide workshops to districts in using SCCS results for planning and decision-making.
- Create systems and structures for new projects to ensure high-quality data monitoring and reporting that meets the needs of partners and funders.



Preferred Qualifications:

- Advanced degree in related field (Education, Public Health, Public Administration, etc.)
- Knowledge and expertise in development and utilization of quantitative and qualitative data collection tools
- Skilled in analyzing and visualizing quantitative and qualitative data for a variety of audiences
- Experience as a trainer and facilitator, both in-person and virtually
- Passion for and commitment to using data to improve student outcomes, particularly addressing issues of equity and access
- Experience leading evaluation projects with multiple stakeholders, including federal funders, school staff, and community partners
- Strong communication skills, including for a variety of audiences both internally and externally to AASB

Working Conditions: AASB offers a hybrid work environment: which includes a home office, in-district, and an in-office work structure. Work environments may require travel to remote locations and variable accommodations.

Physical Demands: Some lifting required (up to 40 lbs.). Long hours on a computer. Prolonged periods of standing and/or walking.

Salary/Benefits: This is a full-time position funded through combined funding streams, including fee for service, grants, and AASB funds. Starting salary range \$70,000- 79,000, depending on experience. This position is eligible for AASB's full benefits package.

Regular work days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Evening, weekend and overnight travel are required periodically.