**21st Century Community Learning Center**

245 N. Robinson Street Lenox, Georgia 31637 Phone: 229-546-4094 Fax: 229-546-4167

**Third-Party External Program Evaluator Job Description**

**Funding source**: 21st Century Community Learning Center Federal Grant

**Reports to:** 21st CCLC Program Director

**Qualifications**

* Experience in evaluating state and federally funded educational grants required
* Experience in evaluating existing 21st CCLC grants, including development of relevant assessments tools
* Experience in capacity building for internal data collection and assessment
* Effective communication skills and excellent interpersonal skills
* Evidence of planning and organizational skills, with ability to manage multiple priorities
* Evidence of demonstrated leadership

**Duties and Responsibilities**:

* Attend annual Evaluation Information session with GADOE and local program leaders (if available)
* Visit every six to nine weeks and conduct individual site visits (Irwin County – 2 sites)
* Attend local meetings, as necessary, to review evaluation data and /or conduct staff meetings.
* Attend a maximum of four additional local meetings (parent engagement events and/or Advisory Council meetings) with program director (at the discretion of the program director).
* Collaboratively work with the program director in collecting data and determining program revisions for continuous improvement
* Use state provided reporting forms for required reports and complete/submit to Program Director in time to be reviewed and returned for revisions prior to Program Director submission to GADOE: Formative Evaluation (due prior to February 1, 2018); Common date Elements (due prior to June 1, 2018); and Summative Evaluation (due prior to June 1, 2018) and Summer evaluation Report on or before September 30, 2018.
* Submit invoices for payment of services to Program Director by dates to be listed in contract

Persons who are interested in this contract position please send resume by mail or Fax with quote to:

Shanna Watson

21st CCLC Afterschool Program Director

Coastal Plains RESA

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Lenox, GA 31637

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