



Make Art Anyway

December 2, 2014

Title: Creative Schools Evaluation and Documentation Coordinator

Reports to: Creative Schools Program Manager

Hours: 32 hours/week

Compensation: \$18-20/hour for 12 months/year plus benefits

Job Description: The Creative Schools Evaluation and Documentation Coordinator will coordinate logistics for evaluation, documentation and media as they pertain to the Creative Schools Initiative. In the fall of 2015 this program is entering into a three-year project in the Highline School District funded by the Department of Education. Arts Corps will place teaching artists who will integrate their art forms at two Highline middle schools in their 6th grade language arts classes in order to enhance student learning and development. The Creative Schools Evaluation and Documentation Coordinator will be instrumental in supporting this project through the management of data from the school sites and their corresponding control school sites. They will also collect and manage media and other documentation of student work, including support of the creation and management of student websites.

Primary responsibilities for documentation:

- Collect video and photo documentation at school sites
- Manage media- organize and disseminate
- Support the creation and management of student websites that document and share student work
- Manage student permissions for project participation

Primary responsibilities for evaluation support:

- Implement and help coordinate the administration of program evaluation tools
- Database management, including protocols/procedures for data integrity
- Reconciliation of project attendance/enrollment data with database
- Prepare progress reports and interim analyses

Primary responsibilities for program support:

- Participation and support of planning meetings at school sites
- Participation and support of professional development, especially as it pertains to sharing evaluation results and training teachers to sustain results
- Participation and support of project advisory meetings
- Project administrative and communications support

Qualifications:

- Strong visual communications skills
- Strong written and verbal communication skills
- Well organized with good administrative skills
- Passion for working to support racial and social justice
- Strong interpersonal and collaborative skills
- Demonstrated understanding of educational program evaluation
- Demonstrated understanding of program coordination in education and/or the arts



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- Demonstrated understanding of website development
- Experience with database management

To apply, please send a resume and cover letter to Hillary Moore at: csi@artscorps.org
Deadline for applications is 12/31/14