



SAMPLE MATERIAL: Who Does What in This Evaluation?

Purpose: These sample materials show approaches that a federal agency and a public school district used to determine roles and responsibilities for evaluation. Clearly defining each person's role and responsibilities from the start helps everyone do his job more effectively.

Source: U.S. Department of Education, Office of Safe and Drug-Free Schools. (2007). "Responsibilities of Project Director and Evaluator" [table]. In Mobilizing for evidence-based character education (p. 9). Washington, DC: Author. The entire guide can be downloaded at www.ed.gov/programs/charactered/mobilizing.pdf (last accessed December 10, 2008).

"Personnel at a Glance": St. Paul Public Schools, St. Paul, MN.

EXHIBIT 1		
RESPONSIBILITIES OF PROJECT DIRECTOR AND EVALUATOR		
ROLE	PROJECT DIRECTOR	EVALUATOR
LEADERSHIP	<p>Contract with the evaluator, following required policies and procedures for contracting, and establish a productive working relationship among stakeholders. Communicate program expectations to all stakeholders.</p> <p>Collaborate with evaluator to develop the written program description according to grant application standards.</p> <p>Inform the evaluator about the populations to be served and sensitive issues in implementing the evaluation.</p> <p>Plan for obtaining broad representation of parents and community.</p> <p>Lead and maintain the partnership among key stakeholders.</p> <p>Keep project staff members and control or comparison group participants informed about the evaluation and their responsibilities.</p>	<p>Collaborate with the project director to develop the written program description according to grant application standards.</p> <p>Develop evaluation design consistent with program description and grant application standards.</p> <p>Consult with project director to ensure that the evaluation plan is consistent with state and local agency standards.</p> <p>Prepare and submit application for the approval of an IRB.</p> <p>Design and pilot test measures or identify reliable and valid instruments for assessment, including parent and community measures.</p>
MANAGEMENT	<p>Manage project design, staffing and budget.</p> <p>Supervise project staff members to ensure that the intervention is implemented as intended.</p> <p>Coordinate daily activities of the project.</p> <p>Confer with evaluator on sampling and consent procedures.</p> <p>Coordinate data collection procedures.</p> <p>Work with evaluator to supervise evaluation activities of the staff, including data collection and field observations.</p>	<p>Recruit and oversee data collectors; oversee informed consent process.</p> <p>Train project staff members on research ethics and data collection procedures; prepare field observations.</p> <p>Ensure that all data collection procedures adhere to confidentiality requirements and data security.</p> <p>Maintain communication with the project director and attend team meetings as necessary.</p> <p>Implement data management and analysis procedures.</p>
REPORTING	<p>Present progress reports within state or local education agency.</p> <p>Prepare annual performance report.</p> <p>Present findings at local, national and international association meetings, as appropriate.</p> <p>Present findings in regional, national and international journals, as appropriate.</p>	<p>Provide a feedback loop of information to project director in timely progress reports communicated in user-friendly language.</p> <p>Write annual evaluation reports for submission to the project director and funding agency.</p> <p>Present findings at local, national and international association meetings, as appropriate.</p> <p>Present findings in regional, national and international journals as appropriate.</p>

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Roles and Responsibilities for All Personnel Involved in the St. Paul Public Schools BioSMART Magnet Program

BioSMART Personnel at a Glance

I. District Personnel

Director, *Peter Christensen*

- District liaison to the federal government
- Grant liaison to the office of the superintendent

Assistant Director, *Lesa M. Covington Clarkson, PhD*

- Provide leadership for all activities of the grant
- Serve as the grant contact person
- Coordinate the complete program with BioSMART, Arlington, and Washington staffs

Internal Evaluator, *Tom Watkins, PhD*

- Coordinate local evaluation activities in partnership with external evaluators and BioSMART staff
- Assist in selecting/developing a variety of survey instruments
- Conduct interviews, focus groups, and systematic observations
- Collect, code, and prepare data for analysis
- Produce summaries and reports
- Make presentations and provide recommendations

Partnership Coordinator, *Tess Tiernan*

- Contact bio businesses of Minnesota for initial or follow-up contact to begin the conversation about partnering with BioSMART
- Explain BioSMART and how collaboration with AHS/WTMS will benefit their businesses in the future by increasing an educated work force in Minnesota
- Set up work place program specifics for student and faculty tours, speakers, job shadowing and internships
- Continual contact with business partners for ongoing program development
- Create and implement an infrastructure for job shadowing and internship learning

Enrollment Coordinator, *Beverly Cayetano*

- Coordinate student recruitment, enrollment, transition, and outreach activities
- Work cooperatively with Community Relations Department to develop promotional/marketing materials and Outreach Toolkit
- Represent BioSMART in community events
- Establishes and maintains contacts with representatives of businesses, nonprofits, and other government agencies, district staff or others as appropriate to promote BioSMART
- Provide team leadership for program activities; facilitate meetings and recruit volunteers
- Provide direct service to families at the Student Placement Center
- Compiles and analyzes data for projects; prepares project reports and recommendations to the Project Assistant Director

II. School Site Personnel

Washington Technology Magnet Middle School

Principal, Mike McCollor, EdD

Site Manager, Denise Kapler

Interdisciplinary Professional Learning Communities, Stephanie S. Erickson

- Assist in building Washington Technology Magnet Middle School BioSMART program in accordance with the requirements of the BioSMART grant
- Implement Washington Technology Magnet Middle School BioSMART program within assigned pathway
- Work in concert with Partnership Coordinator, Assistant Director, and Site Project Manager to establish viable partnerships with industry and postsecondary institutions
- Facilitate interdisciplinary PLC

Departmental Professional Learning Communities, Michelle Leba

Technology Integration, Josh Walker

Project Lead the Way, Valerie Rudderforth

Arlington High School

Principal, Patty Murphy, EdD

Site Manager, Eric Mjolsness

- Build Arlington High School BioSMART program in accordance with the requirements of the BioSMART grant
- Implement BioSMART program at Arlington High School
- Work in concert with Partnership Coordinator, Assistant Director, and Pathway Leads to establish viable partnerships with industry and postsecondary institutions

Pathway Lead: BioSMART Business and Marketing, Mary Toner

- Assist in building Arlington High School BioSMART program in accordance with the requirements of the BioSMART grant
- Implement Arlington High School BioSMART program within assigned pathway
- Work in concert with Partnership Coordinator, Assistant Director, and Site Project Manager to establish viable partnerships with industry and postsecondary institutions

Pathway Lead: BioSMART Engineering and Technology, John Witzmann

- Assist in building Arlington High School BioSMART program in accordance with the requirements of the BioSMART grant
- Implement Arlington High School BioSMART program within assigned pathway
- Work in concert with Partnership Coordinator, Assistant Director, and Site Project Manager to establish viable partnerships with industry and postsecondary institutions

Pathway Lead: BioSMART Health Sciences, Karen Casper

- Assist in building Arlington High School BioSMART program in accordance with the requirements of the BioSMART grant
- Implement Arlington High School BioSMART program within assigned pathway
- Work in concert with Partnership Coordinator, Assistant Director, and Site Project Manager to establish viable partnerships with industry and postsecondary institutions

Pathway Lead: English Language Learners (ELL), Phoua Yang

- Assist in building Arlington High School BioSMART program in accordance with the requirements of the BioSMART grant with a specific focus on the inclusion of ELL students
- Implement Arlington High School BioSMART program within each pathway
- Work in concert with Partnership Coordinator, Assistant Director, and Site Project Manager to establish viable partnerships with industry and postsecondary institutions