

## **EVALUATOR JOB RESPONSIBILITIES**

Your management team can develop the job responsibilities for the evaluator prior to the interview. The job responsibilities will differ depending on the needs of the program and grant requirements, if applicable. Below are possible job responsibilities.

- Grant required evaluation duties.
- Meetings with management team to develop evaluation plan.
- Development and/or selection of data collection instruments.
- Assistance with data collection.
- Assistance with data processing.
- Data evaluation.
- Program observation and ratings.
- Debriefing meetings with program staff to review program observations.
- Meetings with management team to set goals for continuous improvement.