Evaluation Data Manager, FileMaker Pro—Horizon High School

Work about 10 hours per week for a small private recovery high school, Horizon High School. The job involves coordinating evaluation and monitoring data collection with staff and students, data entry and quality assurance, assuring complete information is captured on each student, maintaining computer and paper files and assisting in data analysis and reporting. **This position could also serve as a master's capstone or field placement experience.**

The ideal candidate would have an interest in alternative education and behavioral health services, interest in program evaluation and familiarity with FileMaker Pro. FileMaker Pro programming skills desirable. Requires a high level of organization and attention to detail, knowledge of office procedures, and sensitivity to protection of confidential information. Must be comfortable working in an alternative therapeutic school setting. Hours are flexible but must include some afternoon hours each week. School is off-campus on a busline. Pay rate (min. $10/hr) depends on experience level.

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