

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESEARCH ANALYST

BASIC FUNCTION:

Under the direction of the Director – Research and Evaluation or Research Project Manager, plan, coordinate, design, conduct or oversee research and evaluation activities; provide training and information to District and site personnel to facilitate informed decision-making regarding use of data for the improvement of district programs and school site delivery of instruction and other services provided to students; plan, coordinate, and conduct activities related to assigned State and District assessment and testing programs.

DISTINGUISHING CHARACTERISTICS:

The Research Analyst develops and implements programs and research methodologies under direction, working closely with supervisory and lead personnel. The Research Strategist operates more independently with responsibilities for the design and implementation of assigned research projects programs, serves as a technical resource for district leadership and site staff, and leads research projects with considerable independence.

ESSENTIAL FUNCTIONS:

Plan, coordinate, and conduct activities related to assigned State and District assessment and testing programs; develop instructions for administration, training workshops, and testing schedules; ensure test security and coordinate delivery and retrieval of materials.

Support and facilitate District assessment program development including development of test forms and corresponding directions for administration, procedures for implementation, answer key development, scanning and scoring procedures, and reporting options.

Design and oversee development of related assessment data collection and entry protocols and related reports, as needed, with the Technology Services department, including oversight of processes such as scanning, scoring, archival of data, and the establishment and maintenance of related schedules.

Provide technical assistance and training to District and site personnel regarding assessment activities; provide District staff development and training as directed; disseminate information and respond to inquiries.

Implement methodologies to conduct large and small-scale quantitative research and evaluation studies; develop data collection and survey instruments, coordinate data collection, maintain quality control of data processing and manipulations, perform simple statistical analyses, and interpret findings.

Query, merge, clean, manipulate, and analyze data from large relational databases; accurately produce and interpret findings; develop summary reports for various audiences, and for state, federal, or grant reporting purposes.

Participate in discussions on the interpretation and presentation of findings to a variety of audiences including school personnel, parents, District administrators, and the Board of Education.

Serve as a resource to District and site personnel regarding research and evaluation project implementation including survey/forms design, sample selection, data collection and analysis, hypothesis testing, reporting and interpretation of results, presentation methods and graphics, and use of data to inform instructional practices and decision making.

Maintain knowledge of national, regional, and local educational data sources; maintain an awareness of the major professional educational journals and current research; maintain an awareness of State-level governmental agencies producing and disseminating educational data; serve as a liaison with the major local and State-wide data providers.

Monitor legislation and education code, local board policy and administrative regulation changes. Implement procedural changes and communicate to the field as needed.

Operate a variety of office equipment including a computer and specialized software including statistical packages, charts and graphics, word processing, spreadsheets, and desktop publishing.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic statistics, including descriptive statistics, correlation, t-tests, frequencies, and cross-tabulations.

Theory and practice related to program evaluation, educational measurement, and student learning.

Methodologies used in educational research design and statistical analysis.

Research and evaluation, data collection, processing, analysis and reporting.

Statistical and mathematical computations and measurements.

Computer software applications relevant to social science research and assessment development.

Database systems and data management.

Computer capabilities and data processing applications.

Serve as a trainer and technical resource for data analysis and reporting results.

Planning, organization, and direction of student assessment activities.

Survey design.

Oral and written communication skills.

Operation of a computer and assigned software including desktop publishing, charts and graphics, word processing and spreadsheets.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, regulations, policies and procedures.

ABILITY TO:

Plan, coordinate, design, and conduct activities related to research and evaluation.

Accurately analyze and interpret assessment, research, and evaluation results and provide clear and concise narrative and graphic explanations of data and trends.

Prepare and perform a variety of oral presentations.

Plan and analyze work to utilize the capabilities of available equipment and software.

Make accurate mathematical and statistical computations.

Maintain current knowledge of trends and advances in the field.

Communicate effectively both orally and in writing.

Prepare comprehensive narrative and statistical reports.

Monitor, interpret, apply, and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Complete assignments successfully with minimal direction and supervision.

Plan and organize work.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Operate a computer and assigned office equipment.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in a related field and one year of experience in data analysis, test development, educational research, or related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

BOARD APPROVED: February 20, 2018