Position Summary

The Data and Research Manager extracts, compiles, analyzes and reports data on students, instructional programs, and any other aspects of the District internal and external environment as requested. This position maintains and queries from a large-scale (i.e., millions of records) relational databases; troubleshooting and manipulating data; creating reports; filling ad-hoc data requests and reporting requirements; designing and conducting analytical, research and evaluation studies including preparing interpretive analyses and presenting findings in narrative and graphic forms; and effectively interacting with internal and external stakeholders in carrying out these responsibilities.

Supervisory Relationship

This position reports to the Director of Research, Planning and Technology.

Essential Functions

- Effectively manage multiple, simultaneous assignments

- The ability to think in a logical, sequential manner is essential and may be demonstrated through experience such as computer programming; i.e., writing code, scripts, or syntax.

- Learn intricacies of various data sources and make appropriate choices about their use.

- Query databases and troubleshoot, manipulate and analyze data in support of instruction research, assessment and planning.

- Conduct quantitative and qualitative research, including design, data collection, analysis and reporting.

- Prepare reports that communicate analyses and research findings in a manner that is clear, concise and appropriate to the audience.

- Adhere to Federal and State laws, and District policies regarding access to, use of, and release of confidential information and data security.

- Work effectively with staff, faculty, families and students from diverse ethnic, cultural, and socio economic backgrounds. Convert results into figures and/or graphs for further analysis, presentations, and publications.

Knowledge, Skills & Abilities

- Demonstrated knowledge of research design, statistical procedures and analysis

- Demonstrated effective written and oral communication skills

- A strong customer service orientation is essential, as is the ability to work both independently and as part of a team, meet deadlines and accurately manage details.

- The ability to think in a logical, sequential manner is essential and may be demonstrated through experience such as computer programming; i.e., writing code, scripts, or syntax.

- Strong organizational skills, detail-oriented and routinely ability to document project work.

Minimum Qualifications

Education

Bachelor's degree in the social sciences, statistics, business administration, education, or management information systems. Masters degree preferred; coursework must include research methods and statistics.

Experience

- Three years of progressively responsible experience in data extraction and analysis, research design and statistical work involving the collection, compilation, and analysis of data.

- Experience managing databases and maintaining and/or querying large relational databases (i.e., that include multiple tables)

- Experience extracting, evaluating and manipulating data for reporting and analysis using Access query writing or SQL programming or comparable programs

- Proficiency using standard desktop computer applications, including word processing, spreadsheet, and presentation software

- Experience with student learning outcomes assessment and/or program or service evaluation

Work Environment

Incumbents work in a fast-paced office environment and may be required to work overtime and weekends as needed.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 7
Approved by	Dr. Sheldon Berman – *Superintendent* Dr. Celia Feres-Johnson – *Director of Human Resources*
Last revised	12/6/2011