



1407b RESEARCH, ASSESSMENT, AND DATA ANALYST

Classification Summary

Under general guidance of supervisor, performs a variety of functions including technical and analytical program services involving data collection, analysis, and reporting; database development and maintenance of state-mandated testing; large-scale assessment; as well other duties as related.

Distinguishing Characteristics

Performs technical research, assessment and analysis of data at in support of district-wide programs and initiatives. This position requires an instructional background as well as research design, programming, system and data analysis.

Supervisory Relationships

Reports to the administrator responsible for program evaluation and data analysis. May assign work to temporary staff or student workers.

Examples of Duties

1. Using a variety of databases and other resources, collects, compiles, and reports statistical information, demographic information, and related data to meet program information needs. Develop methods and procedures for collecting and evaluating student performance data, including testing and interfacing with student information systems. Develop applications specific to school settings.
2. Collects, manipulates, and reports data regarding testing programs, both internally and state-mandated accountability programs. Assembles and organizes data, such as survey and interview data, state and district test records and assessments of instructional materials.
3. Interprets report findings and makes program recommendations as requested.
4. Prepares and presents research and statistical reports. Assist in the evaluation of department programs and assesses effectiveness through data analysis.
5. Trains test coordinators, collaborates and problem-solves with coordinators throughout the assessments periods.
6. Interfaces with district servers and personal computers to capture, organize and display district data. This includes entering or capturing project data into a data base, and utilizing various software products to organize, interpret and report data.
7. Presents oral and graphic displays of information summarizing district and individual student performance data for teachers, principals, district administrators, school board and media.
8. Coordinates district data projects with central office departments, schools and collaborating local and state agencies.
9. Maintains regular and prompt attendance.
10. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Background in math and research and ability to apply this knowledge in the analysis and reporting of evaluation and assessment results.
2. Ability to analyze data collection instruments and systems
3. Ability to analyze behavioral, academic, demographic and evaluative data in order to assess program impacts and support conclusions with quantifiable information
4. Ability to program and use computer applications that store, retrieve, manipulate and analyze data and data systems to measure program results
5. Skill in interpersonal communication
6. Skill in instructional methodologies
7. Ability to prepare and present technical reports in formats understandable to readers unfamiliar with data reports and displays
8. Ability to coordinate the activity of simultaneous local and state project efforts in varying stages of progress.

Minimum Qualifications for Class Entry

1. Equivalent of Bachelor's degree in education, research or related field.
2. Two years relevant work experience requiring research design, statistical evaluation, and measurement skills.

Work Environment

Work is conducted in central office setting.

NOTES & REVISIONS: Last updated on 2/1/2011 in accordance with the 4JIOSEA Collective Bargaining Agreement Article 7- Classification and Reclassification of Positions. Revised classified pay grade for this position is Grade 14. Replaces "1407 Research and Evaluation Assistant."