



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESEARCH ANALYST

BASIC FUNCTION:

Receives general supervision from Senior Research Analyst to monitor record keeping methods utilized for assigned program area for each school including testing procedures, evaluations and completion of reports for the State Department of Education; compile data, prepare reports and provide relevant information to school administrators; operate computer terminal; and perform related duties as assigned. Exercises technical guidance over assigned clerical staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor the record keeping utilized at each school site for Bilingual programs including testing procedures, evaluations and compilation of reports for the State Department of Education.

Work with principals, specialists and parents in the collection of data.

Assist in the construction of written test instruments designed to measure and evaluate various compensatory education programs.

Develop and advise on procedures for the collection and maintenance of data.

Monitor overall collection and office processing of data; request data processing runs.

Collect necessary data for statistical information for the evaluation office.

Prepare statistical reports for the State Department of Education.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic statistical techniques and procedures.
- Data processing procedures.
- Research methods and techniques.
- Report writing methods and techniques.

Research Analyst - Continued

ABILITY TO:

- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with teachers, administrators, students and parents.
- Gather and analyze data.
- Reason logically and draw valid conclusions.
- Coordinate work needs with data processing.
- Prepare accurate and concise reports.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from an accredited college or university with a bachelor's degree including completion of a course in education or psychological testing and measurement and one year of experience with data processing procedures and the writing of reports.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Lift and/or carry up to 35 lbs at waist height for short distances.
- Frequently lift up to 35 lbs from floor to cart, cart to table, and back.
- Push/pull up to 240 lbs.
- Occasionally push/pull up to 245 lbs.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 49