

**RESEARCH SPECIALIST**

DEFINITION

Provide leadership and technical assistance in the development and implementation of research, evaluation, and assessment activities. Coordinates and implements research and assessment efforts, related to improved academic outcomes for all students and refinement of a data-informed district culture. Provides direct support to schools and departments related to data and evidence related to district initiatives; assists with data collection and organization related to the District's Accountability Plan (LCAP). Designs and conducts comprehensive program evaluations relating to specially funded education and research activities. Perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive direction and supervision from the Director of Charter Schools, Research and Accountability, and exercise supervision over support staff as assigned.

**REPRESENTATIVE DUTIES** – *(Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements).*

Plan, coordinate, design, conduct, and supervise assessment, research, and evaluation activities; provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students. (E)

Oversee and manage analytical and technology-based projects and research, including managing various large-scale assessments and related technologies, developing and coordinating data collection protocols, maintaining quality control of data, preparing complex analytical reports, analyzing data, and interpreting findings. (E)

Organize and supervise the processing of district and state-mandated testing programs; develop testing schedules and instructions for testing procedures; participate in and oversee the processing of tests; and ensure test security and appropriate return to testing companies. (E)

Design, prepare, and present research and evaluation reports regarding student and program performance; examine and analyze data, and develop recommended methods to improve instructional programs; review and edit various reports prepared by Research and Accountability staff. (E)

Work extensively with school administrators and staff on the interpretation and use of assessment information to improve instructional practices and help close achievement gaps.(E)

Chair monthly meetings with area personnel regarding their needs and problems relating to specially funded programs. Prepare communications to schools concerning special funded programs. Provide technical assistance and training to site and district personnel regarding assessment, technology-based programs, and evaluation activities; develop and provide district staff development and training; disseminate information, and respond to inquiries. (E)

Assist the Director of Research and Accountability in developing budgets for the District's assessment programs and monitoring expenditures as assigned.

Present the results of evaluation studies to a variety of audiences, including teachers, administrators, parents, students and the Board of Education.

If assigned, will be responsible for the development and timely submission of District special funded program proposals. Develop District procedures for complying with state and federal mandates related to assessment and data reporting.

Develop measuring instruments including tests and establish their reliability, validity, and norms; assist in the writing of manuals and interpretative devices necessary for the evaluation.

Maintain continuous contact with consultants, school principals and frequent contact with Education Services senior management.

Train and supervise the performance of assigned staff; assign and review the work of staff. (E)

Coordinate the use, rearrangement, interpretation and application of data originating outside the school system, such as technical manuals; research reports from other school districts, and reports of research appearing in current educational literature.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Effective management practices and supervision techniques.
- Technical aspects of field of specialty. Standardized, performance-based, and other assessments.
- Database systems and data management.
- Computer software applications relevant to educational assessment and research.
- Methodology used in educational research design and statistical analysis.
- Theory and practice related to student learning, program evaluation, and educational measurement.
- State and federal laws, regulations, and codes dealing with the assessment and evaluation of educational programs.
- School district organization, operations, policies, and objectives.
- Oral and written communications skills.
- Interpersonal skills using tact, patience, and courtesy.

### Ability to:

- Plan, coordinate, design, conduct, and supervise assessment, research, and evaluation activities.
- Provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students
- Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings.
- Plan, implement, and report the results of assessment programs, evaluation, or research studies.
- Create and maintain assessment databases.
- Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.
- Train and supervise the performance of assigned staff.
- Prepare and deliver presentations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Complete assignments successfully with a minimum of direction and supervision.
- Obtain maximum cooperation and rapport with departmental and other district employees.
- Maintain a high level of objectivity, and provide quality information to facilitate decision-making at all levels. Conduct library research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data.
- Effectively communicate orally and in writing to audiences of varying levels and consult in matters of evaluation results.
- Collaborate with school staff, district staff, and outside agencies on research and evaluation design and data needs.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Physical capability sufficient to perform job tasks

### EDUCATION AND EXPERIENCE

- Bachelor's degree with course work in research design, statistics, computer applications, and social sciences.
- Three (3) years experience in research and evaluation.

### LICENSE AND CERTIFICATES

- Possession of a valid California driver's license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

### SALARY PLACEMENT

Range 20 (\$71,460-\$86,860)

Management Team

12-month work year

10/6/98 - updated: 10/01/15

Personnel Sub Approval: 10/06/15

Board Approval: 10/13/15