

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: EDUCATIONAL RESEARCH SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of Categorical Programs, perform complex technical duties involved the research, compiling, preparation, processing and reporting of information used in assessing student test performance; compile and maintain inventory information for designated equipment; utilize an assigned computer system to input and extract data, maintain automated records and generate a variety of statistical reports and documents.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform complex technical duties involved the research, compiling, preparation, processing and reporting of information used in assessing student test performance; assure accuracy and completeness of data analyses and related reports; provide information, data and reports used in assuring categorical programs comply with established laws and regulations.

Compile and maintain inventory information for designated equipment; update and maintain equipment inventory procedures, records, disposals and relocations; utilize specialized software to maintain inventory system for the District survey program; obtain and maintain accurate survey results for distribution to school sites.

Input, process and extract a variety of student test, inventory and other data in an assigned computer system; establish and maintain automated records and files; initiate queries, format data and generate a variety of computerized reports and documents related to student test results, inventory, purchases, needs assessment and surveys; assure accuracy and completeness of input and output data.

Participate in a variety of statistical studies; compile test scores and data for special reports and statistical analysis; assure student testing data is recorded, analyzed and reported according to established procedures and time lines; develop and implement methods of statistical data collection and analysis; establish, develop and maintain related filing systems and databases.

Receive, review and analyze survey data related to needs assessment; prepare graphs concerning findings related to students; disseminate information and findings to school sites; assist with planning and coordinating time lines, schedules and calendars for various surveys; coordinate the collection and distribution of survey results.

Confer with administrators, staff and the public to exchange information, coordinate activities and resolve issues or concerns related to test results, research, analysis and statistics; respond to inquiries and provide various data and information related to assigned activities.

Develop and implement annual processes for individual score analyses; develop forms used in analyzing survey data; provide input concerning the development of data analysis software to meet Department needs; review new software programs for quality and efficiency.

Provide technical assistance to District personnel concerning the operation of software and computer

systems utilized in the compilation of student data.

Participate in developing, monitoring and coordinating the departmental budget; compile information from a variety of sources and prepare summary reports.

Perform clerical duties related to assigned activities; prepare correspondence, memoranda and other documents concerning testing, research and inventory; process forms, purchase orders and applications as required; make and receive telephone calls; disseminate mail as needed

Operate a variety of office equipment including a calculator, fax machine, computer and assigned software; assist with updating websites with information related to assigned activities; arrange for equipment maintenance and repairs as needed; drive a vehicle to conduct work.

Attend a variety of meetings and in-service trainings related to assigned activities; maintain current knowledge of trends and practices related to assigned programs and projects; represent the department in meetings related to demographic and test data as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, procedures and techniques used in the research, compiling, preparation, processing and analysis of statistical data.

Student proficiency tests and result analysis.

Data collection information systems and statistical software.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software including student information systems.

Research methods and report writing techniques.

Statistical record-keeping techniques.

Data processing, control, verification and clean-up procedures.

District testing procedures, practices and the proper security of test materials.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Mathematical and statistical computations.

Basic budgeting practices regarding monitoring and control.

**ABILITY TO:**

Perform complex technical duties involved the research, compiling, preparation, processing and reporting of information used in assessing student test performance.

Compile and maintain inventory information for designated equipment.

Utilize an assigned computer system to input and extract data, maintain automated records and generate a variety of statistical reports and documents.

Assure tests are recorded, analyzed and reported according to established procedures and time lines.

Compile test scores and data for special reports and statistical analysis.

Operate a computer and assigned software.

Provide information to administrators, staff and the public.  
Compile and verify data and prepare reports.  
Maintain accurate statistical records.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Make mathematical and statistical computations with speed and accuracy.  
Establish and maintain cooperative and effective working relationships with others.  
Type or input data at 45 words per minute from clear copy.  
Meet schedules and time lines.  
Compose correspondence and written materials related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in statistics, mathematics or related field and three years experience in the research, compiling, preparation, processing and reporting of statistical data.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*

*Office-Technical Job Description*

*Adopted by BOT 1/25/03  
Revised BOT 1/23/06*