

EDUCATIONAL RESEARCH SPECIALIST

Purpose Statement

Under the direction of an assigned administrator, performs complex technical duties involving research, compiling, preparation, processing and reporting of information used in assessing student test performance; compiles and maintains inventory information for designated equipment; utilizes an assigned computer system to input and extract data; maintains automated records and generates a variety of statistical reports and documents.

Essential Functions

- Performs complex technical duties involving research, compiling, preparation, processing and reporting of information used in assessing student test performance; assures accuracy and completeness of data analyses and related reports; provides information, data and reports used in assuring categorical programs comply with established laws and regulations.
- Compiles and maintains inventory information for designated equipment; updates and maintains equipment inventory procedures, records, disposals and relocations; utilizes specialized software to maintain inventory system for the District survey program; obtains and maintains accurate survey results for distribution to school sites.
- Inputs, processes and extracts a variety of student test, inventory and other data in an assigned computer system; establishes and maintains automated records and files; initiates queries, formats data and generates a variety of computerized reports and documents related to student test results, inventory, purchases, needs assessment and surveys; assures accuracy and completeness of input and output data.
- Participates in a variety of statistical studies; compiles test scores and data for special reports and statistical analysis; assures student testing data is recorded, analyzed and reported according to established procedures and time lines; develops and implements methods of statistical data collection and analysis; establishes, develops and maintains related filing systems and databases.
- Receives, reviews and analyzes survey data related to needs assessment; prepares graphs concerning findings related to students; disseminates information and findings to school sites; assists with planning and coordinating time lines, schedules and calendars for various surveys; coordinates the collection and distribution of survey results.
- Confers with administrators, staff and the public to exchange information, coordinate activities and resolve issues or concerns related to test results, research, analysis and statistics; responds to inquiries and provides various data and information related to assigned activities.
- Develops and implements annual processes for individual score analyses; develops forms used in analyzing survey data; provides input concerning the development of data analysis software to meet Department needs; reviews new software programs for quality and efficiency.
- Provides technical assistance to District personnel concerning the operation of software and computer systems utilized in the compilation of student data.
- Participates in developing, monitoring and coordinating the departmental budget; compiles information from a variety of sources and prepares summary reports.
- Performs clerical duties related to assigned activities; prepares correspondence, memoranda and other documents concerning testing, research and inventory; processes forms, purchase orders and applications as required; makes and receives telephone calls; disseminates mail as needed
- Operates a variety of office equipment including a calculator, fax machine, computer and assigned software; assists with updating websites with information related to assigned activities; arranges for equipment maintenance and repairs as needed.
- Attends a variety of meetings and in-service trainings related to assigned activities; maintains current knowledge of trends and practices related to assigned programs and projects; represents the department in meetings related to demographic and test data as assigned.

Other Functions

- Performs related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent computer software to input and extract data, maintain automated records and generate a variety of statistical reports and documents; planning and organizing tasks and deadlines; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; review and interpret complex materials; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: Must have effective working 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; basic budgeting practices regarding monitoring and control; applicable laws, codes, regulations, policies and procedures.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: perform complex technical duties involving research, compiling, preparation, processing and reporting of information used in assessing student test performance; compile and maintain inventory information for designated equipment; 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.

Working Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The usual and customary methods of performing the job’s functions require the following physical demands: standing; walking; sitting; using hands to finger, handle or feel objects, tools or controls; reach with hands and arms; bend; stoop; kneel; crouch; climb; talk and hear. The employee must lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate.

Education/Experience

Any combination equivalent to: graduation from high school supplemented by college-level course work in statistics, mathematics or related field and three (3) years experience in the research, compiling, preparation, processing and reporting of statistical data.

Required Testing

None Specified

Certificates & Licenses

Typing Certificate: 50 nwpm
Valid California Driver’s License

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance.

“Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics.” SUHSD Board Policy 0410