



RESEARCH, EVALUATION AND ASSESMENT (REA) ASSISTANT

GENERAL RESPONSIBILITIES

The position is responsible for providing support to the Department of Educational Leadership and Assessment (LEA). This support includes designing and preparing documents for distribution using multiple software applications; compiling, entering, and proofing data; developing division publications; assisting with routine office functions that support administrative staff; and conducting business with stakeholders in a courteous and tactful manner.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Design Access queries, multiple-table queries, queries for unique values, select records with unique values, and use concatenation to create query expressions.
- Design, compile, enter, and analyze data files using the Statistical Package for Social Sciences (SPSS) for Windows 11.0.
- Create multiple response tables and frequency reports.
- Conduct research utilizing files, the Intranet, the Internet, and additional resources to serve as background for preparing reports.
- Compile requests to conduct research, maintains database of research requests, and prepares monthly research report.
- Update and maintain AYP/accreditation information.
- Design, format, plan, organize, compile and prepare data utilizing various database software packages to generate reports for division-wide publications.
- Assist with the designing of division-wide publications for the department and acts as a liaison to the print shop to oversee production and distribution.
- Train staff members to enter data, revise field codes in linked Microsoft Word templates, merge data and prepare data sheets for use with school division publications.
- Collaborate with the Department of Media and Communications staff regarding the posting of publications to the school division's Web site and ensures the accuracy of the posting.
- Assist with design and maintenance of the department's Web site, which may include podcasting, daily updates, posting training packets, program evaluations/reports and memos.
- Create brochures, flyers, handbooks, newsletter, forms, etc.
- Research and review publications generated by comparable school divisions.
- Prepare secure and non-secure materials for pick up and delivery to schools.
- Process schools' and division's requests for access to EIMS and Outlook.
- Prepare training packets for all testing presentations.

- Assist with the collection of answer documents for testing and VGLA and VAAP collections.
- Prepare monthly transaction log regarding the procurement card.
- Act as WISE/alternate timekeeper.
- Assist other department staff as requested.
- Perform other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of business English, spelling, and mathematics; ability to understand and follow oral and written instructions; ability to use advanced office technology and software including the use of Word, Excel, PowerPoint, and Access; ability to create databases and formulas; ability to prepare complex reports, tables and other correspondence; ability to compose written communication for distribution; ability to learn standard office tasks readily, perform routine office duties and record keeping tasks, multi-task and to adhere to prescribed routines; ability to operate standard office machines; and ability to establish and maintain effective working relationships with school division employees.

EDUCATION AND EXPERIENCE

Position requires a high school diploma or GED with a minimum of 3 years experience using Microsoft, Word, Excel, Access, and PowerPoint. Excellent writing skills required. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 6/2013
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