

## **RESEARCH SPECIALIST**

### **GENERAL RESPONSIBILITIES**

The position is responsible for conducting educational research and data analyses concerning division and school-based programs and initiatives within and on behalf of the Department Planning, Innovation and Accountability (PIA). Work with school division administrators, instructional coordinators, building administrators, and teachers to plan and conduct all aspects of these research studies and analyses. Review professional literature on educational research and report to appropriate staff members on findings related to topics of interest in the school division. Present research and analyses in a report format to the School Board, superintendent, and/or members of the leadership team as appropriate. Assist administrators and teachers in developing and conducting school- or division-level surveys including guidance in developing survey instruments, developing survey procedures, and conducting data analysis.

### **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, conduct, and/or review surveys to be used for division wide priorities and initiatives.
- Design survey instruments to use in program evaluations.
- Design, conduct and report results of program evaluations and longitudinal studies.
- Collect data through various means such as classroom observations, survey instruments, student assessments and/or the division's database.
- Analyze data collected as part of program evaluations and develop reports, including program recommendations.
- Develop evaluation plans for completing formative and summative program evaluations.
- Respond to requests for data or information from other offices or school personnel.
- Provide guidance and assistance with developing grants and evaluating the effectiveness of select programs funded through grants.
- Work collaboratively with other departments and schools on the use and interpretation of educational data.
- Serve as chairman of the Research Review Committee and develop processes to assess all proposed research to be conducted in the school system.
- Attend and/or present at meetings such as School Board meetings, school or division committee meetings as assigned or requested.
- Collaborate with department staff to plan program evaluations.
- Participate in office staff meetings.
- Proofread office documents.
- Supervise activities of clerical personnel.
- Provide in-service training to teachers and administrators as requested.
- Conduct and develop literature reviews related to educational research, evaluation, and assessment at the direction of the superintendent and/or the assistant superintendent for the department or as needed for projects.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles, practices, and procedures of research and program evaluation practices; ability to communicate ideas clearly and concisely, orally, and in writing; strong report writing skills; ability to establish and maintain effective relationships with staff and administration; project management skills and proficiency in Microsoft Excel and SPSS are necessary; and knowledge of measurement theories and experience with the design, validity, and reliability of instruments.

**EDUCATION AND EXPERIENCE**

Position requires Master’s Degree (doctorate preferred) and 3 years successful experience as a program evaluator or research analyst. Knowledge of K-12 education issues preferred. Applicant must have experience beyond university coursework requirements in program evaluation and research, qualitative and quantitative data collection and analysis, management and analysis of longitudinal data sets, and survey development.

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**

Possession of a valid driver’s license

FLSA status: Exempt	Description: Rev. 8/13
---------------------	------------------------