

## RESEARCH AND EVALUATION ANALYST

### **DEFINITION**

Under direction, plan, coordinate and conduct activities related to assigned State and District assessment and testing programs; design, conduct or oversee surveying processes; provide technical assistance to District personnel; perform other related duties as required.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, coordinates and conducts activities related to assigned state and District assessment and testing programs.
2. Analyzes and resolves problems related to the testing programs.
3. Maintains a wide range of data related to student achievements.
4. Receives new data and/or revisions, enters data and routes data reports to appropriate staff, departments and/or school sites.
5. Maintains confidentiality of records and testing information.
6. Maintains and updates historical student testing data.
7. Retrieves data from files and/or student records for the purpose of generating a variety of reports and developing statistical information for school sites and District administrators.
8. Assures that all test scores are accurately recorded and disseminate student achievement reports to all school sites.
9. Interacts with TIS to ensure that all testing data is added accurately to the student information system.
10. Analyzes and interprets test data.
11. Responds to questions and inquiries from administrators, school site personnel and parents regarding student's performance on tests.
12. Updates the annual School Accountability Report Card.
13. Designs, conducts or oversees surveying processes including telephone, mail and interview surveys.
14. Develops and modifies survey instruments and participates in the analysis of data.
15. Assists with the distribution, retrieval and accounting of student assessment materials.
16. Participates in a variety of special projects.
17. Performs other related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Research and evaluation, data collection, processing, analysis and reporting; planning, organization and direction of student assessment testing activities; principles and practices of educational testing; various tests administered by the District; applicable laws, codes, regulations, policies and procedures governing State and District assessment testing programs; statistical and mathematical computations; test record keeping practices and procedures; modern office procedures, methods and computer equipment including testing software and applications.

#### **Ability to:**

Plan, coordinate and conduct activities related to assessment testing; extract, organize, prepare and analyze data for submission; provide clear and concise explanations and reports; interpret, apply and explain rules, regulations, policies and procedures; assess programs and procedures and initiate modifications; maintain and update testing programs; communicate effectively both orally and in writing; work independently with little direction; operate a computer and supporting software applications;

understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

**Education/Experience:**

Any combination equivalent to: Bachelor's degree in business administration, research or a related field and one year of experience in assessment testing, data analysis, educational research or a related field

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.