**Houston Independent School District**  
*Job Description*

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<tr>
<th>POSITION TITLE:</th>
<th>CONTRACT LENGTH:</th>
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<tr>
<td>Senior Research Specialist (Limited Term)</td>
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<tr>
<th>DATE:</th>
<th>DATE OF LAST REVISION:</th>
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<td>09/02/21</td>
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<tr>
<th>JOB CODE:</th>
<th>PAY GRADE:</th>
<th>FLSA EXEMPTION STATUS:</th>
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**Job Family – Research & Accountability**

**JOB SUMMARY**

*Employment is temporary and may be limited to 1, 2, or 3-year terms.*

Develops, designs, implements, and reports on the planning of research projects and/or evaluation activities needed for the ongoing development, improvement, and monitoring of district programs and assessments. Coordinates with and supports district staff in order to facilitate the development, monitoring, and assessment of program goals and implementation. Produces official reports for publication and distribution to district, state, and federal decision-makers and funding sources. Has a solid understanding of district programs, administration, and policies. Leads teams of specialists in short-term assignments, provides training to district staff, and represents the district at state/national presentations or in publications.

**MAJOR DUTIES & RESPONSIBILITIES**

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<th>List most important duties first</th>
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1. Compiles, analyzes, and transforms multiple sources of data as required for the analysis or evaluation of various projects, programs, and/or proposals that measures the progress of educational performance and achievement of students in locally and federally funded programs. Documents, communicates, and reports on the outcome measures of students, campuses, and the district assessment programs to a variety of stakeholders.

2. Utilizes and manipulates electronic data files to calculate indicators of either district or program performance in order to evaluate the operational efficacy of newly implemented/on-going programs and determine the educational significance of research proposals as defined by their stated goals and objectives.

3. Collaborates with other district personnel to develop strategies and timelines and provide technical expertise in the development of assessment and evaluation reports and/or assist in completion of specifically designated tasks. Leads teams of specialists to complete designated tasks.

4. Conceptualizes, writes, proofs, and edits all reports and memos of evaluations and outcome reports. Develops literature reviews; creates and produces all charts, graphs, tables, figures, and appendices as appropriate per report. The analysis and interpretation of results are used to propose recommendations for modifications to program implementation.

5. Conducts evaluation and research consultations, including serving as part of the research committee to review external and internal research proposals. Provides data and evaluation expertise on all internal and external request and consults with program personnel to develop future implementation improvements.

6. Provides training to district staff. Creates products for publications/presentations at the state and national levels.

7. Performs other job-related duties as assigned.
# Houston Independent School District

## Job Description

### EDUCATION
Master's Degree

### WORK EXPERIENCE
3 to 5 years

### TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Microsoft Office
Office equipment (e.g., computer, copier)
Knowledge and proficiency with SPSS or other statistical software, Microsoft Access and additional database software, Thorough understanding of relational data, Statistical analysis/research methods skills, Ability to compose reports of research findings in an appropriate and defined format

### LEADERSHIP RESPONSIBILITIES
Work Leadership. Regularly provides project management or team leadership to a group of two or more employees, but does not have formal supervisory responsibility. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading.

### WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

### BUDGET AUTHORITY
No budget development activity is required.

### PROBLEM SOLVING
Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

### IMPACT OF DECISIONS
Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

### COMMUNICATION/INTERACTIONS
Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

### CUSTOMER RELATIONSHIPS
Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

### WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Ability to carry and/or lift less than 15 pounds.