

ARLINGTON INDEPENDENT SCHOOL DISTRICT

JOB TITLE:	Research Analyst	WAGE/HOUR:	Exempt
REPORTS TO:	Director-School Improvement	PAY GRADE:	ADMIN 5
DEPARTMENT:	Research & Accountability	DAYS:	243 Days

ROLE AND PURPOSE: Coordinate, implement, and transcribe data from both interviews and group forums to ensure the timely production of reports for the purpose of district-wide research and program evaluation. Compile data analyses for comprehensive needs assessments for strategic planning and for annual reporting of progress toward achieving district and campus goals. Plan, develop, and implement functions related to formal program evaluation for the district. Work closely with department leadership and staff in applying appropriate research procedures for analysis and reporting.

QUALIFICATIONS:

Education/Certification:

- Master's degree from an accredited higher education institution (Ph.D. preferred)

Experience:

- Three years of experience in conducting, analyzing, and reporting qualitative analyses
- Proven skills in coordinating, implementing, and transcribing data from both interviews and group forums
- Knowledge of SPSS or SAS, Access, and Excel
- Proven skills and the appropriate application of sophisticated descriptive and inferential statistics
- Sophisticated work application and formal training in educational research and evaluation methodologies

MAJOR RESPONSIBILITIES AND DUTIES:

I. SCHOOL/ORGANIZATION CLIMATE

- Demonstrate excellent interpersonal skills while serving clients, working with colleagues, and training stakeholders regarding the interpretation of data at the district and campus levels
- Contribute significantly to the service commitment of the department
- Demonstrate readiness to assist in carrying out various functions of the department
- Establishes and maintains a clear line of communication with program managers

II. SCHOOL/ORGANIZATIONAL IMPROVEMENT

- Work closely with the Director and Executive Director in planning, developing and implementing all data systems necessary for the production of district-wide and campus reports
- Generate district and campus reports of student performance on district and state assessments
- Develop and maintain matrices for On-Track calculations
- Develop and maintain systems to support the district's data dashboards
- Develop and maintain a system of statistical programs to generate district and campus data for (a) accountability rating predictions, (b) curriculum assessment results, (c) progress monitoring toward established goals, and (d) comprehensive needs assessments

III. INSTRUCTIONAL MANAGEMENT

- Supports instruction by providing assessment analyses and program evaluations that inform the decision making of campus and district programming.
- Collaborate with program owners through the support of supplementary and complementary data analyses for official program evaluations
- Conducts all designated aspects of the program evaluation function in the department.

IV. ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT

- Conserves the resources of the department and the facilities in which it is housed.

V. SCHOOL/COMMUNITY RELATIONS

- Communicate effectively with parents and members of the community regarding the requirements, features, substance, and summative aggregations of district and state assessment, accountability, and program effectiveness data.
- Presents report findings to the Superintendent and Board of Trustees.

VI. PROFESSIONAL GROWTH AND DEVELOPMENT

- Keep abreast of technical and professional trends or developments impacting assigned projects; disseminate information to appropriate personnel as needs dictate
- Provide local training and direction for school administrators and applicable staff regarding the interpretation and use of data, formative and summative evaluations of district programs, and other areas of assessment where directed.

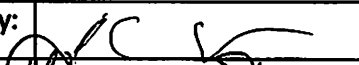
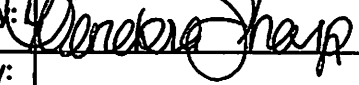
VII. SUPERVISORY RESPONSIBILITIES

- Assists the Director in prioritizing tasks in the department and communicating duties to department clerical staff.

VIII. MISCELLANEOUS

- Perform other duties as may be assigned by the Director
- Prepares and regularly revises a comprehensive program evaluation plan delineating tasks, products, and timelines.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved By:		Print Name:	KEVIN BARLOW	Date:	11/9/18
Reviewed By:		Print Name:	Deneora Sharp	Date:	11/9/18
Accepted By:		Print Name:		Date:	

UPDATED: November 2018
Human Resources Department