SUPERVISOR II, RESEARCH SERVICES
Office of Assessment, Research & Data Analysis

Please use the following link to apply and submit required documents for this position: https://www.hrdadeschools.net/adminjobs/


OCCUPATIONAL SUMMARY
Carries out or supervises evaluations and institutional research projects to provide management with analysis, statistical data, and studies for use in decision-making process. Serves as a statistical resource and in-house advisor on analytical techniques and their interpretation for District-wide committees.

EXAMPLES OF DUTIES
1. Designs and conducts educational research studies as requested by M-DCPS bureaus and offices. Develops/prepares survey instruments and needs assessment methodologies.
2. Consults with administrators at all levels to develop quantitative metrics and/or benchmarks to support District-wide performance improvement initiatives.
3. Prepares written reports on topics relevant to upcoming policy decisions confronting the District which are distributed to School Board members, the Superintendent’s cabinet, principals, and administrative staff.
4. Assists with the School Improvement process relative to academic achievement by identifying district and school-level patterns and trends by analyzing statewide assessment data; provides annual cross-sectional and longitudinal (cohort analysis) for the District.
5. Prepares comprehensive written reports for Board approval which detail research questions addressed, methodologies used, results, and conclusions. Prepares District-wide statistical reports to serve as resource tools for use by MDPS staff in the decision-making process as well as to provide information to the public.
6. Interacts with evolving technologies in order to perform complex statistical analysis from mainframe and microcomputer systems.
7. Interprets the meaning and implications of statistical data and research study findings to a variety of audiences such as upper-level managers, M-DCPS Access Center superintendents, principals, teachers and parents.
8. Conducts research in the area of “Effective Schools” and strategies for school improvement.
9. Develops and implements various D.O.E. data collection activities, Title 1 Comparability, etc.
10. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS
This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, talking, grasping, repetitive motions, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in education, statistics, mathematics, psychology or related field, with significant coursework in quantitative areas, research or computers.
2. Experience in the use of large mainframe and/or microcomputer applications for statistical data analysis and information retrieval.
3. Five (5) years with specific experience in the areas of educational research, planning, or management/financial/statistical analysis.
4. Demonstrated ability to communicate effectively in both oral and written forms.
The **APPLICATION DEADLINE is Friday, January 12, 2024 by 4:00 p.m.** Please attach a RESUME, COVER LETTER and TWO PROFESSIONAL LETTERS OF RECOMMENDATION (signed or electronic signature & dated within past 12 months[one year]) to your online candidate profile or use eReferences via the online application system.

Questions should be addressed to Mr. Jorge Rubio, District Director, at 305-995-7247 or by email [https://www.hrdadeschools.net/adminjobs/](https://www.hrdadeschools.net/adminjobs/)