



POSITION DESCRIPTION

JOB TITLE: Research Manager Job Class: 1032		
DATE	DEPARTMENT OR SCHOOL	DIVISION Research and Assessment
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
POSITION SUMMARY: Conduct rigorous research to identify strengths and needs with existing programs. Coordinate district data support for progress monitoring and fidelity of implementation measures. Provide direct assistance to school leadership teams for data informed decision making and school improvement planning.		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

1. Coordinate district data support for progress monitoring and fidelity of implementation measures.
2. Conduct rigorous research to identify strengths and needs with existing programs/policies.
3. Provide support to school level leadership in data informed decision making including; developing sound needs assessments, prioritizing needs based on school data trends and developing objective and measurable target goals and methods of periodic monitoring.
4. Serve as an ad hoc member of the District's Research Proposal Review Committee.
5. Plan and provide professional development on a variety of topics to various audiences.
6. Actively supports the MPS Strategic Plan.
7. Perform other duties as assigned.

<p>SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)</p> <p>Assignments are given less than once per week by the Director of Research and Assessment. There is relatively little routine work and considerable opportunity for improving methods.</p>
<p>SUPERVISION EXERCISED:</p> <p>Clerical staff including a Research Technician</p>

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements:

Masters degree in Education or related field is required. A doctorate in educational measurement, psychology or related field is desirable.

Experience Requirements:

Three years of experience in school improvement planning and data analysis is required. Knowledge/understanding of the State of Wisconsin assessment and accountability provisions and five years of experience in an educational environment is required. Demonstrated experience in the use of formal statistical methods

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

APPROVALS:

Supervisor _____ Title _____ Date _____

Compensation Services Manager _____ Date _____