



**POSITION DESCRIPTION**

<b>JOB TITLE: Research Specialist</b> Job Class: 1215		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b> Assessment & Accountability
<b>BARGAINING UNIT: ASC</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Design and conduct complex research/evaluation studies using advanced statistical techniques. Analyze data from a wide variety of sources in order to support the districts policies on promotion/graduation, assessment and accountability, consistent with ESEA requirements.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** 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. Conduct multivariate data analyses with appropriate statistical tests and methods using statistical software and or relational databases.
2. Prepare the annual achievement/accountability report and other reports as needed. Prepare presentations and communicate findings.
3. Design surveys/program evaluations/research studies in collaboration with program staff.
4. Develop databases to facilitate the collection, recording, analysis and reporting of data.
5. Collaborate with senior staff in the Department of Technology regarding data warehouse planning and implementation.
6. Provide technical assistance to school personnel on research/data issues.
7. Participate in district technology committees as assigned.
8. Promote the alignment of District's policies/initiatives with ESEA requirements.
9. Serve as an ad hoc member of the District's Research Proposal Review Committee.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

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**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Assignments are given weekly by the Research Manager. Duties/assignments vary considerably from day to day but they are usually within reasonable bounds.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Indirectly supervises 1-2 staff including a Secretary I and a Research Technician.

**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** (Include certificates, licenses, and/or registrations required.)

Master's Degree required in Educational Measurement, Statistics, Educational Psychology, Evaluation or a related field. Equivalent combination of education and experience will be considered for candidates with a bachelor's degree and considerable experience in database and statistical applications in educational settings.

**Experience Requirements**

Minimum of two years experience with advanced research design and statistics as well as two years experience using statistical software and relational database software.

**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.

Ability to work under time deadlines and in an environment where frequent distractions prevail. Additionally, must be able to reason effectively in a respectful manner with individuals who may be upset or hostile. Evening and weekend work may be required to ensure timely completion of reports and to provide assistance to schools.

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.**