



**POSITION DESCRIPTION**

<b>JOB TITLE: Research Analyst</b> Job Class:	
<b>DATE</b>	Office of Innovation  Research
<b>BARGAINING UNIT: ASC</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Designs and conducts research/evaluation studies using advanced statistical techniques. Analyzes data from a wide variety of sources in order to support the districts policies.	

**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. Conducts multivariate data analyses with appropriate statistical tests and methods using statistical software and or relational databases.
2. Prepares the annual reports on assigned research projects as needed. Prepares presentations and communicates findings.
3. Designs surveys/program evaluations/research studies in collaboration with program staff.
4. Develops databases to facilitate the collection, recording, analysis and reporting of data.
5. Collaborates with staff in other areas regarding data warehouse and the information tracked.
6. Provides technical assistance to school personnel on research/data issues.
7. Participates in district technology committees as assigned.
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

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

General supervision is provided by the Director, Research and Innovation.

**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.

N/A

**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**

A minimum of two years of experience with advanced research design and statistics and 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. 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 complete understanding of research methods and protocols is necessary. 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.**