

**Evaluation and Research Analyst
New Hanover County Schools**

Job Description

Class: Certified

Dept: Testing and Accountability

TITLE: Evaluation and Research Analyst PreK-12

QUALIFICATIONS:

1. Master's degree in Mathematics, Computer Science or related field, North Carolina School Administrator or Curriculum Instructional Specialist Certificate.
2. Five to seven years experience in educational measurement and accountability or equivalent combination of training and experience.
3. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Testing and Accountability

JOB GOAL: To provide technical support to the Testing and Accountability Department in the area of data management and statistical analysis; assist with data collection and requests from central office and school staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations.
2. Plan, organize, direct and align all system benchmarking tests and local assessments to DPI End of Grade and End of Course Tests.
3. Continually evaluate the system's formative assessment programs including the reliability and validity of the items developed.
4. Develop and provide testing related staff development for teachers and administrators for the improvement of teaching practices in the area of test evaluation results.
5. Analyze and interpret formative test results for schools, administrators, the Board of Education and the public.
6. Collect data from a variety of sources, obtain needed data from existing data fields and create appropriate spreadsheets, data bases and reports.

7. Determine overall quality of data; trouble shoot and correct problems.
8. Develop timelines for program analysis and evaluation.
9. Complete analysis and written summaries of information from formative and summative assessment/testing, as well as evaluation projects.
10. Provide technical assistance to schools regarding testing and evaluation results and school improvement.
11. Fulfill data request and answer questions for schools, administrators and the board.
12. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: State teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Thorough knowledge of educational research methodology, including research design, program evaluation and data analysis.
- Considerable knowledge of current legislature, literature, trends, methods and development in the area of test results and evaluation.
- Considerable skill in evaluating standardized test results and other data.
- General knowledge of statistical and graphical software.
- Skill in developing research design, program evaluation, technical and data analysis methods.
- Considerable knowledge of the North Carolina Standard Course of Study.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.