

RESEARCH AND EVALUATION SPECIALIST



Teaching and Learning Department

Purpose:

This position oversees the District accountability efforts and aids schools and central office staff in defining significant education research and evaluation questions. This position also helps to identify data collection needs, manage data collection activities, and translate research or evaluation results into actions to improve District schools and programs. The majority of research and evaluation activities concern the operation of instructional programs and student achievement.

Reports to: Administrator for Curriculum, Instruction, and Assessment

Nature & Scope:

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Essential Job Functions:

1. Conducts research and evaluation studies to inform district policy and procedures.
2. Provides data assistance to schools.
3. Oversees university and other external research efforts for the district.
4. Ensures district reporting requirements of the State Department of Education and the School Board are met.
5. Ensures the accuracy of results of standardized testing.
6. Lead the District's Research Committee.
7. Responsible for the supervision and professional development of multiple classified staff.
8. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
9. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

Knowledge, Skills and Abilities:

1. Demonstrated ability to design and conduct significant research and program evaluation studies.
2. Experience in educational settings preferred.
3. Demonstrated ability to extract information from a variety of electronic sources with different formats and to reorganize and synthesize the resulting data set for analysis.
4. Demonstrated ability to use statistical analysis tools such as SAS or SPSS (preferred).
5. Demonstrated ability to communicate effectively with school staff, principals, central office staff, and members of the School Board. This includes the ability to make complex concepts understandable in both oral presentations and written reports.
6. Demonstrated ability to write clearly and forcefully.
7. Knowledge and experience with student assessment.
8. Knowledge in the areas of human learning, curriculum, and instruction are desirable.
9. Find, assemble, synthesize, and effectively report relevant strategic planning information to District staff and the School Board.
10. Design and manage significant research and program evaluation projects.
11. Conduct sound statistical analyses of student achievement and opinion data.
12. Communicate effectively with outside agencies, the community and District staff.
13. Assist schools and programs with analysis of disaggregated student performance data.
14. Contribute to the collection and reporting of District statistics.
15. Assist with the collection and reporting of information required by the Oregon Department of Education, Federal programs, granting agencies, and other requesting organizations or bodies.
16. Provide information and answer questions about standardized assessments.
17. Perform other duties as assigned.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelor's Degree.
2. Must possess two years' experience in education research and evaluation and managing data collection, evaluation and translation.
3. In lieu of #1 and #2, must possess six years equivalent combination and experience necessary to perform the job functions.

Licensing/Special Requirements:

- Possession of or ability to obtain a valid Oregon or Washington Driver's license.

Working Conditions:

Work is performed in a standard office setting. Requires regular focus on a computer screen. May be required to sit, keyboard, write, hear and speak for extended periods. Work activities may include bending, stooping, and kneeling. May be required to lift up to 20 pounds.

Work Year: 260 days

Bargaining Unit: Non-Respresented

FLSA Status: Exempt

Date Approved: May 1, 2023

Date Revised: April 26, 2023

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.