

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**COORDINATOR, RESEARCH AND EVALUATION**

**Purpose Statement:**

The job of Coordinator, Research and Evaluation is done for the purpose/s of coordinating an assigned program and related activities for research and evaluation services; providing information to others; and implementing and maintaining services within established guidelines and standards.

---

**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Works collaboratively with other divisions and/or school district personnel to develop and maintain strategic plan implementation and program evaluation frameworks and logic models, including metric development/identification, data collection methodologies, progress monitoring, and reporting procedures.
- Provides technical guidance and support to SDCOE divisions and client school districts in the areas of data collection and sampling, research design, and the management, preparation, statistical analysis, interpretation, and application of the collected data.
- Develops various research and standardized evaluation instruments, such as questionnaires, survey and interview forms, and observation checklists.
- Establishes and implements quality control safeguards to ensure the reliability of research results.
- Compiles and analyzes data to prepare reports and briefings for a variety of audiences including SDCOE leadership, state and federal agencies, public and private educational evaluation and research organizations, and parent groups.
- Advises SDCOE or school district personnel on designing program and operational evaluation projects.
- Prepares recommendations using research results and analyses to improve program and operational outcomes.
- Assists in the development and management of research project budgets and expenditures.

**Other Functions:**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective

functioning of the work unit.

- Travel as required (county and state)

### **Job Requirements: Minimum Qualifications:**

#### **Knowledge and Abilities**

##### KNOWLEDGE:

- Manage, merge, clean, and store data in a regular and reproducible fashion using a combination of tools (including, R, Python, Excel, Tableau).
- Data collection systems as related to educational research and program evaluation analysis, and the development of logic models.
- Extract and query data from a variety of databases and data collection tools using Structured Query Language (SQL).
- Conduct data analysis using R, and Excel and prepare statistics, tables, and graphs to convey those results.
- Sampling and research design, including longitudinal design and analysis. Principles, techniques, and terminology of educational research and program evaluation.
- Descriptive, and inferential statistical techniques, interpretation, validation, and application to measuring program activity outcomes.
- Measurement theory.
- Code, analyze, and translate data into insightful visualizations and dashboards in R, Python and Excel.
- Spearhead the creation of automatically populating templates, visualizations, reports and dashboards.
- Conduct information and data searches using a variety of web-based tools.
- Communicate effectively and collaborate closely with analysts, evaluators, and other staff members to achieve organizational goals.
- Communicate with staff and clients to help them understand tools, data, and reports.
- Microsoft Office Word, Excel, PowerPoint and other Microsoft Office applications. Applicable sections of Federal laws, the California Education Code, California Code of Regulations, and policies, rules and regulations of the San Diego County Office of Education.

##### ABILITY:

- Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
- Practice cultural competency while working collaboratively with diverse groups and individuals;
- Schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment.
- Flexibility is required to independently work with others in a wide variety of circumstances.
- Work with data utilizing defined but different processes; and operate equipment using defined methods.
- Work with a significant diversity of individuals and/or groups.
- Work with data of widely varied types and/or purposes; and utilize specific, job-related

equipment.

- Independent problem solving is required to analyze issues and create action plans.
- Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, setting priorities, building collaborative relationships, working with constant interruptions, maintaining confidentiality, meeting deadlines and schedules, working as part of a team, working with detailed information/data.

**Working Environment:**

**ENVIRONMENT:**

- Duties are typically performed in an office setting.
- May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

- Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

Experience: Three years of experience in educational, social, or behavior research and analysis, including experience in managing education, evaluation, or research projects; and

Education: A bachelor's degree in social or behavioral sciences, business administration, public administration, or a field closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation; or

Equivalency: A combination of education and experience equivalent to a bachelor's degree in social or behavioral sciences, business administration, public administration, or a field closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation; and three years of experience in educational, social, or behavior research and analysis, including experience in managing education, evaluation, or research projects.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management, Grade 045

**Personnel Commission Approved:** July 19, 2023

Revised: N/A