



SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Research Analyst

CLASS CODE: 922

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, coordinates and assists in evaluation, research, test administration and the gathering and presentation of information related to district projects, programs, and elementary, middle and high school programs; provides technical assistance and support to district and school staff in assigned areas of responsibilities; and performs related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

Prepares and reviews data for federal, state and grant reporting; validates accuracy of data to be submitted for statewide reporting (CALPADs/OPUS); supports schools in the preparation of school accountability report cards; provides assistance to schools and central departments with district and school surveys; assists in coordination, data collection and data presentation of district and school assessments information, including STAR, CELDT, CAHSEE, Fitness testing and college bound tests; creates, maintains and reports information from various databases containing student data including, but not limited to, the district SIS data; assists in the evaluation of categorical programs and specially funded grants; conducts statistical analysis of testing information, surveys, and student performance information; assists in completion of state and federal reports and assists in providing consultation to school sites regarding student assessment and program evaluation and performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a specialization in mathematics, statistics, research and related fields; increasingly responsible experience in conducting research, evaluation of large data sets and statistical analysis; experience in a public school system is desirable.

Knowledge and Abilities:

Demonstrated skills in descriptive statistical analysis, technical report writing, and use of computer applications (e.g., Access, Excel, SPSS) and technology for research and evaluation activities;

Demonstrated skills in creating, organizing, querying and reporting from both flat and relational databases;

Ability to organize information, identify inaccuracies, and communicate findings to others;

Ability to provide leadership in working with individuals and groups, including staff, students, and community;

Ability to work both independently and collaboratively;

Ability to analyze situations accurately and to recommend an effective course of action;

Ability to record and present information accurately.

WORKING CONDITIONS

Work Environment:

Indoor office environment; drive a vehicle to conduct work.

Physical Characteristics: (Consideration will be given to reasonable accommodation): Sufficient vision to read fine print and figures; sufficient hearing to conduct in person and telephone conversations; sufficient physical mobility to move about the facilities and lift up to 20 lbs.; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.

Other Characteristics:

Possession of, or willingness and ability to obtain a valid California Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license; or before driving a vehicle for district purposes; willingness to work additional hours periodically; willing to travel locally.

Board Approved: 4/18/95
Revised: 4/28/95 (License Only)
Revised: 5/09/95 (Qualifications)
Revised/updated: 5/22/12