

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Administrative Analyst, Research, Evaluation and Assessment	REPORTS TO:	Executive Director - Research, Evaluation and Assessment
DEPARTMENT:	Research, Evaluation and Assessment	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-26/Management Salary Schedule

(Former Classification: Administrative Analyst)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned area(s); design, conduct, and oversee the research, assessment, and evaluation activities; provide accurate information based on research, data analysis and accurate interpretation of findings to assist in facilitating and making effective and informed decision-making to improve the delivery of instruction and other academic services to assist students to excel in reading, writing and math in support of preparing career ready graduates.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, and oversee the research, assessment and evaluation activities in an assigned area to provide timely delivery of services to meet the needs of the District. *E*

Develop and implement program research and evaluation designs including the development of the evaluation criteria and instruments; prepare, and present research and evaluative reports regarding student and program performance; examine and analyze data, and develop recommended methods to improve instructional programs to provide students access to high quality learning options to stay in school on target to graduate. *E*

Conduct data collection, organization, compilation and analyses and interpretation of the results; disseminate information and respond to inquiries in a timely manner to meet the needs of sites and departments. *E*

Provide technical counsel to school personnel and to central office personnel regarding program effectiveness and efficiency; work with school administrators and staff on the interpretation and use of assessment information to improve instructional practices and help close achievement gaps. *E*

Provide both process and product evaluation information to assess program compliance with State and federal guidelines, the degree of implementation of plans, and the programs impact on students. *E*

Participate in the development of goals and objectives for assigned programs or activities in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Write comprehensive, objective reports and make presentations of information to a wide range of audiences. *E*

Collect, prepare and analyze a variety of narrative and statistical reports and data to deliver timely recommendations to improve instructional programs in support of providing students with educational opportunities to learn at grade level and beyond. *E*

Provide a positive climate of interaction and communication between school staffs and families in the review and evaluation of the educational program. *E*

Remain current concerning trends in research and evaluation by attending conferences, reading journals/papers, joining professional associations taking courses and attending workshops. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree or equivalent supplemented by course work in research design, statistics, testing and measurement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of assigned area.

Technical aspects of field of specialty.

Performance-based assessment.

Computer software applications relevant to educational assessment such as database and data management.

Methodology used in educational research and of the statistical components of research design.

Theory and practices related to learning and evaluation and education performance measurement.

State and federal laws, regulations and codes dealing with District operations and evaluation of the program.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer to enter data, maintain records and generate reports.

Principles and practices of management.

Labor Relations law and employee contracts.

Analytical and problem solving abilities.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, implement and report the results of evaluation or research studies.

Communicate the results of evaluation and research studies to audiences with varying levels of expertise.

Complete assignments successfully with a minimum of direction and supervision.

Obtain maximum cooperation and rapport with departmental and other District employees.

Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels.

Conduct library research, to develop evaluation instruments, and to use statistical procedures to gather, analyze and interpret data.

Design, research and evaluation studies.

Communicate, understand, and follow both oral and written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Plan and organize work to meet schedules and times.

Analyze situations accurately and adopt an effective course of action.

Demonstrate loyalty and high ethical standards.

Make presentations and deliver in-services in area of specialty.

Work collaboratively and build positive relationships with a diverse range of stakeholders.

Supervise and evaluate the performance of assigned staff.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; extended viewing computer monitor; occasional contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions