

## RESEARCH ASSISTANT

### DEFINITION

Under general supervision, facilitates student testing; scores tests; receives and sorts data for computer processing and accesses appropriate computer programs to generate reports for the district and state assessment programs and surveys; possesses a knowledge of basic descriptive statistics, their use and calculation; uses computer software to perform basic research-oriented tasks; performs a variety of clerical tasks within a framework of established procedures with only occasional instruction.

### DISTINGUISHING CHARACTERISTICS

This position is characterized by a high degree of independent action relating to the technical aspects of Research and Evaluation and is directly responsible to the Director of Research and Evaluation.

### ESSENTIAL FUNCTIONS

Participates in the development of forms and procedures to collect and process data for district and state programs and surveys.

Coordinates activities related to the conduct of assigned state and district assessment programs including inventory, dissemination, and retrieval of instructions and assessment materials.

Prepares for scanning, typing, data entry, printing and dissemination of reports of data collected.

Conducts language assessment tests on an individual basis; scores and sends results to Transitional English.

Participates with the Director of Research and Evaluation with selected activities relating to the conduct of Research and Evaluation studies including data entry, producing reports, distribution and retrieval of related data collection materials, editing of data forms, surveys and reports; and preparation of presentation materials.

Prepares reports using extensive knowledge of descriptive statistics and the rules regarding their use.

Performs various research-oriented tasks by using a variety of micro-computer based software programs such as word-processing, database, spreadsheet, and graphics programs.

Coordinates CBEDS including distribution and retrieval of forms for employees and students, verification of data received, data entry, and producing related reports for the district and state.

Performs general clerical duties including typing, proofreading, filing, answering telephones, scheduling appointments, operating a calculator and office machines, answering questions and providing information as required.

Performs other related duties and tasks as assigned.

### QUALIFICATIONS

#### Knowledge of:

Modern office methods, practices and procedures; procedures and practices required in data collection, data processing, data entry and report preparation; descriptive statistics and the rules regarding their use including measures of central tendency, dispersion, and correlation; test and survey design and development; communication skills to write clear, concise and readable reports and correspondence.

#### Ability to:

Operate a micro-computer, calculator, typewriter and other related data entry equipment; transcribe data, correct tests and calculate scores with accuracy; compile data and produce a variety of reports; compute statistical calculations; work independently.

#### Experience:

Any combination of education, training or experience in data processing, data entry and statistics.

#### Education:

High school graduation or equivalency; two years college preferred; course work in statistics desirable.

Board approved: 7/24/96  
Research