Position: Research and Data Analyst I	FSLA: Non-exempt
Department: Research and Data	Salary Grade: 14
Reports to: Coordinator of Research and Data or Designee	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

The Research and Data Analyst position consists of four levels of increasing responsibility and skill. At this first level, the Research and Data Analyst is responsible for coordinating testing by purchasing test materials, scheduling testing, training staff; providing reports of test scores and testing statistics; interpreting and implementing testing policies and State and Federal laws that apply to testing; and coordinating testing program office including budget, purchase orders, and training materials. The Research and Data Analyst supports other department efforts such as the student information system, student registration and enrollment; state reporting; and providing administrative support to the Research and Data Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Administers a variety of tests
- Orders test materials, instructs testing coordinators, scans scores and completes test reports for each site
- Uses templates and matrix or computer scoring programs
- Compiles data and posts results of student records in district information systems and forwards information to the State
- Ensures assessment procedures are followed and in alignment with Board policy
- Coordinates standardized testing for English & Spanish
- Compiles and maintains up to date records, creates and distributes reports for district and school sites
- Reviews and verifies data to assure data accuracy
- Schedules testing, instructs testing coordinators on test administration and scoring, ensures materials and supplies are available at testing site
- Trains teachers and other staff on assessment procedures
- Reviews and updates SARC reports; disperses SARC report to school sites for review and edits
- Administers CBEDS reporting
- Updates personnel and student enrollment data
- Provides support for student registration and enrollments to school and district staff as well as students' families
- Prepares statistical reports related to testing program, including numbers of students, number of tests given and types of tests
- Maintains inventory of tests, testing supplies and general office supplies; includes contacting suppliers and preparation of purchase orders
- Performs general office duties including receiving mail, answering the telephone and assisting callers, orders office supplies and filing
- Performs other duties as assigned that support the overall objective of the position

QUALIFICATIONS

Knowledge of:

- State and district testing procedures, practices and protocols
- Student information system and supporting programs
- Research and evaluation, data collection, statistical analysis, and data reporting methods
- District policies, procedures related to program evaluation
- Word processing, spreadsheet, desktop publishing and database management software
- General office practices, procedures and equipment, including filing systems, receptionist and telephone techniques and letter and report writing
- Activities associated with statistical record keeping, budget administration and confidential record keeping
- Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills
- Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications

Ability to:

- Operate a computer and related software
- Perform data entry, data analysis, typing, proofreading and word processing tasks
- Organize, compile, and analyze data; accurately produce and interpret findings; and create narrative and graphic explanations of that data
- Communicate clearly and concisely, both orally and in writing
- Plan and coordinate multiple testing programs across multiple school sites
- Maintain confidentiality of sensitive information, following district policies and state law
- Interact positively, flexibly and patiently while having to multi-task with co-workers, supervisors, community and vendors to maintain cooperative and effective working relationships
- Train others and provide help desk support
- Handle a multitude of responsibilities with minimal supervision
- Read and interpret documents such as operating and maintenance instructions, and procedure manuals
- Define problems, collect data, establish facts and draw valid conclusions
- Carry out detailed written, oral and technical instructions
- Learn new skills to keep current with technology changes
- Meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Prioritize and schedule work
- Review and verify input and output data to assure accuracy and efficiency

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires:

- Requires the ability to function effectively indoors in an office environment engaged in work of primarily a sedentary nature and to accomplish the following, with or without reasonable accommodation
- Position involves light to medium walking, standing, stooping carrying and lifting of lightweight materials (under 25 pounds)
- Requires visual acuity to read numbers, letters, and images

- Requires hand and finger dexterity to use a keyboard at an advanced rate, and hand-eye coordination to use a computer pointing device
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's Degree; three years of increasingly responsible experience in K-12 education or social science research, database management, or related field; or demonstration of proficiency in the knowledge and skills required for this position.

LICENSES AND CERTIFICATES

Possession of a valid California Drivers' License and proof of insurance are required.