

Job Description

Title: Research Associate, Data, Testing and Program Evaluation

Reports to: Director of Assessment, Research, and Evaluation

General Summary: This position has major responsibility for the assessment program, for program evaluations (both quantitative and qualitative), and for planning.

Essential Functions:

Testing (50%)

1. Manage and input local, state and federal testing data and requirements
2. Manage the district's norm-referenced testing program including third party collaboration and local team & building logistics.
3. Score and report student assessment results utilizing most appropriate and efficient technology.
4. Input student assessment results into student information system.
5. Assist with and conduct empirical standard-setting projects and reliability & validity studies of assessments.
6. Manage paper production of local testing.
7. Manage team test production calendar and oversee production deadlines.

Program Evaluation (20%)

1. Conduct quantitative between-group studies for determining program impact
2. Ability to carry out correlational and qualitative studies for descriptive purposes
3. Ability to search databases for literature
4. Work with curriculum staff to complete cost-benefit analyses

Planning and Database (15%)

1. Prepare monthly enrollment report. Collaborate with building administrators to ensure quality reporting.
2. Clean and submit data for district and state initiatives such as National Clearinghouse.
3. Assist in identifying, establishing and enforcing appropriate policy relative to data ownership, adhering to federal regulations (FERPA) and other related issues.
4. Maintain knowledge of Millard District Policy as it pertains to the student database management system.
5. Assist with maintaining integrity of student information database.

Other (15%)

1. Ability to write, both technically and for a non-technical audience
2. Ability to manage multiple projects and meet deadlines
3. Respond to information requests in areas relation to student data. Utilize PC-level programming with ODBC and SQL to link and extract data. Provide statistical reports as needed.
4. Keep abreast of technical and professional trends and developments impacting assessment processing and reporting; disseminate information to appropriate personnel as needs dictate. Maintain knowledge of software and technology as it relates to database management systems.
5. Work with other employees within the department to integrate activities to meet District and department goals.
6. Participate in meetings and trainings as requested, reacts to change productively, and performs other duties as assigned.

Length of Contract: 12 months

Salary: Professional/Technical Salary Schedule

Qualifications:

1. Education Level: Masters Degree in either Program Evaluation, Education, Assessment or related field required; doctorate preferred
2. Certification or Licensure: None
3. Experience desired: Familiarity with quantitative and qualitative research and evaluation methods. Writing and speaking skills and ability to perform literature searches (e.g. ERIC). Computer skills, including familiarity with word processing, statistics, spreadsheet software, graphics, databases, etc. SPSS required.
4. Other requirements: Must be capable of presenting oneself in a professional manner to those in the school district's central office and in visits to individual schools.

Special Requirements:

| | Occasional <u>1 - 32%</u> | Frequent <u>33 - 66%</u> | Constant <u>67% +</u> |
|--|------------------------------|-----------------------------|--------------------------|
| 1. Standing | | X | |
| 2. Walking | | | X |
| 3. Sitting | | X | |
| 4. Lifting <u>25</u> lb max..... | X | | |
| 5. Carrying <u>50</u> feet..... | X | | |
| 6. Pushing / Pulling | X | | |
| 7. Climbing / Balancing..... | X | | |
| 8. Stooping / Kneeling / Crouching / Crawling..... | X | | |
| 9. Reaching / Handling..... | X | | |
| 10. Speaking / Hearing | | | X |
| 11. Seeing / depth perception / color..... | | | X |

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public Schools

Date: March 1999
Revised: December 20, 2004
Revised: January 2014