



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR RESEARCH ANALYST

BASIC FUNCTION:

Receives direction from the Director of Research & Evaluation to assist in the coordination of the District's testing program by coordinating the work activities of the Statistical Technicians and the Data Processing Technician; provide testing and data-collection information to school site administrators; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in the coordination of the District's testing program

Develop and prepare the District's testing timeline for the year; prepare the District-wide test schedule for approval.

Coordinate all testing projects; train, assign duties and review the work of assigned staff.

Monitor testing projects and procedures to assure adherence to the Education Code.

Coordinate with data processing to maintain and revise testing, scoring and output procedures.

Coordinate and complete appropriate State and Federal reports including OCR, R30, CBEDs and Compensatory Education E127.

Provide information to school site administrators on testing programs and data collection procedures.

Coordinate demographic system for attendance boundaries.

Oversee ordering of new material.,

Assist in preparing and monitoring the department budget.

Make presentation on test results/procedures as required.

Attend workshop and in-service on testing, data collection and specific state programs.

Maintain regular and prompt attendance in the work place.

Senior Research Analyst - Continued

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Statistical techniques and procedures.
- Research methods and techniques.
- Data processing operations and procedures.

ABILITY TO:

- Communicate effectively, orally and in writing.
- Coordinate assigned program; organize workflow for self and others.
- Interface with data processing.
- Prepare and present reports.
- Gather and analyze data.
- Reason logically and draw valid conclusions.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to a Bachelor's degree with graduate study in research and evaluation. Work experience in an educational setting. Minimum of two years experience in research with increasing responsibility in coordination of data collection, staff supervision and interfacing research with Data Processing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.

Senior Research Analyst - Continued

- Lift and/or carry up to 35 lbs at waist height for short distances.
- Frequently lift up to 35 lbs from floor to cart, cart to table, and back.
- Push/pull up to 240 lbs.
- Occasionally push/pull up to 245 lbs.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 57