



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR RESEARCH & EVALUATION TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Research and Evaluation, perform a variety of specialized duties to assure proper analysis and mandated reporting of student test data; develop and implement forms and procedures for data collection and analysis; compile and analyze test scores and data for special reports; develop queries to gather and extract data and to generate reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties to assure proper analysis and reporting of State and District-mandated assessment data; coordinate the exchange of assessment data and information between various departments and governmental agencies.

Develop and implement forms and procedures for collecting and processing data for District and State testing programs and surveys; train District personnel in data compilation and processing procedures as directed.

Input data into an assigned computer system; maintain automated records related to student test data; establish and maintain automated student files; verify accuracy of data; evaluate student test data and determine program placement.

Compile test scores and statistical data for research or inclusion in special reports; research, record and analyze testing data; develop queries to gather and extract data and to generate reports; assure accuracy, completeness and timely submittal of completed reports.

Communicate with other departments, administrators, governmental agencies and outside organizations to collect and provide data, exchange information, coordinate activities and resolve issues or concerns.

Process data processing requests for a variety of information needed by schools, administrators and outside agencies; establish reporting time lines; assure reporting activities comply with established time lines, regulations, policies and procedures.

Oversee and participate in the scanning and processing of various forms and surveys related to student assessment data.

Senior Research & Evaluation Technician - Continued

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Interpret rules, regulations and procedures related to the testing program; remain current on District, State, federal and individualized test requirements.

Serve as a technical resource to District personnel concerning proper data collection, analysis and reporting procedures.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Statistical techniques and methods utilized in the analysis of information and data.
- Descriptive statistical terminology, principles and methods.
- Data control procedures and data entry operations.
- Applicable laws, codes, regulations, policies and procedures.
- Operation and use of computer and peripheral equipment including word processing and data base management software applications.
- Research methods and report writing techniques.
- Statistical record-keeping techniques.
- Data verification and clean-up procedures.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Technical aspects of field of specialty.
- Arithmetic computations.

ABILITY TO:

- Perform a variety of specialized duties to assure proper analysis and mandated reporting of student test data.
- Develop and implement forms and procedures for data collection and analysis.
- Compile and analyze test scores and data for special reports.
- Develop queries to gather and extract data and to generate reports.
- Train District personnel in data compilation and processing procedures.
- Serve as a technical resource to others regarding assigned activities.
- Review and verify input and output data to assure accuracy and efficiency.
- Interpret, apply and explain rules, regulations, policies and procedures.

Senior Research & Evaluation Technician - Continued

- Maintain current knowledge of District, State, federal and individualized test requirements.
 - Evaluate student test data and determine program placement.
 - Communicate effectively both orally and in writing.
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- Establish and maintain cooperative and effective working relationships with others.
 - Operate computers and peripheral equipment properly and efficiently.
 - Work independently with little direction.
 - Meet schedules and time lines.
 - Plan and organize work.
 - Type or input data at an acceptable rate of speed.
 - Make arithmetic computations with speed and accuracy.
 - 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: associate's degree including course work in computer science and statistics and two years related experience in a network environment.

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.
- 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.

Senior Research & Evaluation Technician - Continued

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 39