JOB TITLE:	COORDINATOR DATA RESEARCH
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8019
BARGAINING UNIT:	CLAS

REVISED: Submitted:

07/01/2019   06/11/2019

SCOPE OF RESPONSIBILITIES
Conducts data analysis and provides technical assistance to support District personnel, District research, District systems, program evaluations, and schools. Data analysis will primarily consist of statistical analysis of internal files. The analysis will be used as one of the components in the District decision-making process.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Conducts descriptive and inferential statistical analyses and data visualizations
Works cooperatively with the designated coordinator, program directors and specialists in analyzing data to support District priorities and needs
Researches past and current practices in areas assigned and integrates research in all areas of responsibility
Prepares technical data reports in support of District research and evaluations
Supports committees and task forces with data reports as assigned
Performs studies for departments, offices and agencies as required
Assists external researchers as required; additionally, this person will need to independently evaluate external research as needed
Assures compliance with local, state and federal regulations and procedures related to area of assignment
Assures compliance with Board Goals and Administrative Objectives related to area of assignment
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Experience with statistical analysis tools (i.e. R, SPSS, and/or Stata)
Experience with descriptive and inferential statistical analysis of large data sets
Experience with Microsoft Office
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's or Doctoral Degree in a research field (statistics, program evaluation, experimental psychology, data analytics, sociology)

Ability to complete advanced statistical data analysis (i.e. hierarchical linear modeling, structural equation modeling, item response theory, forecasting)
Experience with data visualization tools (i.e. Tableau, Power BI)
Experience in a diverse workplace