



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 17-2022/23
DOCUMENT NO. 08-2022/23
DATED 09/21/22

RESEARCH AND SYSTEMS IMPROVEMENT ANALYST

DEPARTMENT/SITE: Continuous Improvement

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 65

WORK YEAR: 12 Months (261 Days)

REPORTS TO: Director Continuous Improvement

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director Continuous Improvement, the Research and Systems Improvement Analyst supports the District's analytical needs related to completing complex analysis, including but not limited to regression, vector and longitudinal analysis; conducts research and data analysis to be used by District leadership to make data-informed decisions and will assist in the development of research briefings, presentations and proposals. The incumbents in this classification provide the school community with in-depth analysis and projections regarding all systems and available data which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by their focus on research aspects of data, uncovering previously hidden patterns in data that can be used for program improvements. The work requires extensive use of statistical methods of data analysis, the identification of data to be developed for the analysis, and the clarity and practicality of the findings and recommendations that arise from the research.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Analyzes student data in alignment with organizational priorities to identify successes, uncover challenge areas, extrapolate trends and craft actionable, concrete steps towards making systemic improvements, including, but not limited to data about student attendance, assessment, graduations, and postsecondary readiness.
- Brings to management's attention and clarifies potential for action on key policy questions by selecting and employing advanced statistical and narrative reports based on data and/or visual representations to obtain insights that can then be acted upon.
- Builds capacity among analysts, technicians and other positions District-wide to increase proficiency in statistical and querying applications for program analysis and evaluation.
- Champions, facilitates and coaches others in continuous improvement projects using the improvement science framework.
- Completes ad hoc analysis requested by leadership using the data collected and reported both real-time and annually.
- Develops and presents periodic training sessions in person, via online tutorial videos, and online learning modules.

- Formulates, suggests, develops, and manages data-driven project plans for the collation, monitoring, reporting and use of student, school, and District-level data, including demographics, student courses and grades, assessment participation and outcomes, attendance, suspensions and enrollment information.
- Manages project plans and schedules required to successfully complete all projects on time.
- Monitors change ideas introduced at District level through the rapid Plan Do Study Act (PDSA) cycle.
- Performs data collation, quality control, and analysis to identify trends, successes, problems and issues that need to be addressed through targeted technical support, trainings, and/or modifications to policies and procedures.
- Provides training to school and District office staff on best practices for data collection and cleansing (i.e., the process of detecting, correcting and/or removing corrupt or inaccurate records from a record set, table, or database).
- Supports program evaluations, including both internal evaluations and serves as the District's liaison for external researchers and evaluations.
- Supports the development of summaries of relevant external research to inform District research and analysis, strategy and decision making.
- Supports the ongoing management and maintenance of new data initiatives, such as the development of an early warning system, in alignment with District priorities and organizational goals.
- Perform other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Project planning methods and organization
- Technical aspects of field of specialty
- Performance-based assessment
- Computer software applications relevant to educational assessment such as database and data management
- Methodology used in educational research and of the statistical components of research design
- Theory and practices related to learning and evaluation and education performance measurement
- Oral and written communications skills
- Interpersonal skills using tact, patience, courtesy, and customer service orientation
- Operation of a computer to enter data, maintain records and generate reports
- Principles and practices of management
- Analytical and problem-solving abilities
- District organization, operations, policies, objectives, and goals
- Advanced knowledge of statistics and software used in educational accountability
- Microsoft Office Suite, especially Excel, SPSS, SAS, STATA, and SQL or Oracle
- Salesforce administration knowledge

Skills and Abilities to:

- Learn policies and procedures relating to Local Control and Accountability Plan (LCAP), comprehensive support and improvement (CSI) under the Federal Every Student Succeeds Act, and other over-arching District-level strategic programs
- Plan, organize, direct implement and report the results of evaluation or research studies or projects
- Communicate the results of evaluation and research studies to audiences with varying levels of expertise
- Complete assignments successfully with a minimum of direction and supervision
- Obtain maximum cooperation and rapport with departmental and other District employees
- Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels

- Practice high level project management skills
- Implement strong organizational skills and maintain attention to detail
- Meeting preparation, facilitation, and follow-up
- Cleaning and improve the quality of existing data and manipulate large complex data sets into clear and easily understandable reports
- Be creative and apply outside-of-the box thinking to develop novel approaches and insights
- Demonstrate a desire to grow professionally and seek out new opportunities to learn
- Analyze situations accurately and adopt effective courses of action

RESPONSIBILITY:

Includes working under general direction using advanced techniques and routines; leading, guiding, and/or coordinating others as directed; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree from an accredited college or university with a degree in Business, Statistics, Mathematics, Analytics, Information Technology, or with significant course work in research methods, statistical techniques, educational planning, or a related field.

EXPERIENCE REQUIRED:

Four (04) years of increasingly responsible experience involving the collection, interpretation and analysis of research data, including extensive research experience in compiling, summarizing and critiquing external research, conducting quantitative and qualitative research, and demonstrating the ability to use Excel, SPSS, SQL and other statistical/analytical tools at an advanced level and to understand and provide feedback on research proposals. Experience with Salesforce administration preferred.

LICENSE(S) REQUIRED:

Valid, current California Driver's License to drive personal vehicle to various sites in the District and to attend meetings, conferences, and training sessions.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting

- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the district for meetings, training sessions and assisting staff at school sites