MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: May 16, 2018

Agenda Item:
Discuss and approve the revised Classified Job Description for Research & Systems Improvement Analyst and Salary Recommendation of Range 65.

Agenda Placement:
Action

Background:
District administration has recommended changes to the Essential Functions for the classified job description of Research & Systems Improvement Analyst. The essential functions that have been added are more complex and within a higher level of responsibility. Therefore, in reviewing the job description; changes have been made to the Purpose Statement, Essential Functions, Continuing Education/Training, and Clearances.

Recommendation:
It is recommended that Revised Classified Job Description and Salary Recommendation be approved as presented.

Madera Unified School District
Classified Job Description

Research & Systems Improvement ~~Evaluation and Assessment~~ Analyst

Purpose Statement

The Research & Systems Improvement ~~Evaluation and Assessment~~ Analyst supports the District's analytical needs related to completing complex analysis, included but not limited to regression, vector and longitudinal analysis. This position will be responsible for conducting research and data analysis which will be used by the District leadership to make data informed decisions and will assist in the development of research briefings, presentations and proposals.

This job reports to the Executive Director of ~~Performance Management and Internal Communication.~~ Accountability and Communication

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Essential Functions

- Develops project plans for the collection, 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.

- Performs data analysis to identify trends, successes, problems and issues that need to be addressed through targeted technical support, trainings, modifications to policies and procedures.

- Trains school and District office staff on data collection and cleasing best practices.

- Surfaces key policy questions by creating statistical and narrative reports based on data and/or graphs.

- Completes Ad hoc analysis requested by leadership using the data collected and reported both real-time and annually.

- Regularly analyzes student data in alignment with organizational priorities to identify successes, uncovers challenge areas, extrapolates trends and crafts actionable, concrete steps towards making systemic improvements, including, but not limited to student attendance, assessment, graduations, and postsecondary readiness data.

- 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.

- Supports the development of summaries of relevant external research to inform District research and analysis, strategy and decision making.

- Supports program evaluations, including both internal evaluations and serves as the District's liaison for external researchers and evaluations.

- Build capacity among analyst, technicians and other positions district-wide to increase proficiency in statistical and querying applications for the purpose of efficiently conducting data manipulation (e.g. SQL data pull), validation, analysis, and program evaluation. Develop and run periodic training sessions in-person, via online tutorial videos, and online learning modules.

- Train and coach district and school office staff on use of spreadsheets (e.g. Excel, Google Sheets) for the purpose of efficiently conducting data collection, analysis, reporting and sharing. Develop and run periodic training sessions, in-person, via online tutorial videos, and online learning modules.

- Facilitate continuous improvement projects through the use of the improvement science framework. Develop and run periodic training sessions on how to use various protocols within the framework. Frequently monitor change ideas intrroduced at the district-level through the rapid Plan Do Study Act(PDSA) cycle.

- Coach, champion and occasionally lead district-wide improvement projects.

- Regularly analyze student data at the subgroup level to ensure that all students have equitable access to rigorous high-level programs and graduates having the greatest number of post-secondary options from the widest array of choices.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Knowledge and Abilities

KNOWLEDGE of: Planning, organization and direction of assigned projects; 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 and courtesy; 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 software used in educational accountability, Excel proficiency required; SPSS, SAS, or STATA proficiency required, experience with SQL or Oracle preferred.

ABILITY to: Plan, 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; superior project management skills; strong organizational skills, attention to detail; meeting preparation,facilitation, and follow-up; comfort and experience with cleaning and improving the quality of existing data and manipulating large complex data sets into clear and easily understandable reports; creative and outside-of- the box thinking; desire to grow professionally and seek out new opportunities to learn; analyze situations accurately and adopt an effective course of action.

Responsibilities to: Include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Four 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; ability to understand and provide feedback on research proposals.

Education: Bachelor's degree from an accredited college or university with course work in research methods, statistical techniques, educational planning or a related field.

Required Testing	Certificates
Pre-employment Proficiency Test	None Specified
Pre-employment Physical exam	

Continuing Educ./Training	Clearances
On-going as required	DOJ/FBI Background Clearance
	TB Clearance
	Physical Demands (A)

FLSA Status	Approval Date	Salary Range
Non Exempt		