Classification Summary
Designs and carries out educational research projects to aid the District's staff in evaluating curricula and instructional methods and materials.

Distinguishing Characteristics
Performs technical research and evaluation work at a professional level as the assistant to the Program Evaluation Specialist. Requires research design, selection of appropriate statistical tests and adaptation of computer software to specific needs in statistical data analysis.

Supervisory Relationships
Reports to the Program Evaluation Specialist. May assign work to temporary or student workers.

Examples of Duties
1. Develop methods and procedures for evaluating education programs and instructional materials, including determining sources of data, selecting available measurement instruments and designing such instruments as needed, and selecting appropriate means of collecting and assembling data.
2. Assist in data collection, including participating in selection and training of examiners and interviewers and in overseeing their work; assembling and organizing such data as survey and interview results, test records and assessments of instructional materials.
3. Operate personal and mainframe computers to capture, process and report research data. This includes entering project data into data base applying statistical software to organize, interpret, and report data and performing programming tasks such as testing programs in such systems as dBase III and SPSS.
4. Prepare written reports summarizing instructional program effectiveness including tables and graphs of survey data as well as interpretive text.
5. Present oral summaries to interested parties such as school board, principals, teachers, District administrators, and news media.
6. Provide statistical software applications instruction and guidance to teachers and administrators.
7. Perform related work as required.

Required Knowledge, Skills and Abilities
1. Skill in technical research and evaluation theory and ability to apply that knowledge to conduct research and evaluate results.
2. Ability to design statistical data collection instruments.
3. Ability to analyze statistical data on behavioral and academic programs, assess impact of those programs, and support conclusions with quantifiable data.
4. Skill in the use of computer applications store, retrieve, manipulate and analyze data to measure program results.
5. Skill in interpersonal communications.
6. Ability to prepare technical reports of findings and conclusions understandably readers unfamiliar with quantification.
7. Ability to coordinate the activity of simultaneous study efforts in varying stages of progress.
8. Availability during evening or weekend hours when instances of urgent deadlines occur.
Minimum Qualifications for Class Entry
1. Equivalent of Bachelor's degree in education, research or related field; Master's degree preferred.
2. Two years relevant work experience requiring research design, statistical evaluation, and measurement skills.

Work Environment
Work is conducted in central office setting.