

TITLE: Coordinator, Research and Development

QUALIFICATIONS: 1. Bachelor's degree or equivalent in education statistics or related field.
2. Minimum of five years experience in educational research design, educational statistics, educational program development and/or educational measurement.
3. Demonstrated evidence of strong conceptual, analytical, and organizational skills as well as demonstrated leadership ability.
4. Demonstrated ability to work with diverse groups of people.
5. Experienced with industry-standard computer applications.
6. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

REPORTS TO: Assistant Director of Communications

JOB GOAL: To support increased student achievement through research, development, analysis and organization of relevant data.

ESSENTIAL FUNCTIONS:

- *1. Develops, designs and implements formative and summative activities as necessary for program development.
- *2. Analyzes and summarizes achievement and performance trends for data categories directly related to the district's goals and priorities.
- *3. Collects, analyzes and disseminates information relating to research and development.
- *4. Designs specific research projects directly related to the district's goals and priorities.
5. Researches and provides a student demographic and other data for district staff.
6. Researches and provides information to district and school staff to assist in program design, development and/or change.
7. Ensures that timelines and objectives at both district level and school-based level are adhered to.
8. Provides support in interpreting data for decision-making regarding student achievement and future growth.

* Core Measures

OTHER RESPONSIBILITIES:

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent.

PHYSICAL REQUIREMENTS:

Position requires light work exerting up to twenty (20) pounds of force occasionally, and/or ten (10) pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed in accordance with the provisions of the Board's policy on assessment of administrative personnel.

Paygrade 12

Approved: 04-29-03

Revised: 06-03-03