

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Coordinator, Research and Data	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9751	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Superintendent's Office	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Superintendent	<b>CABINET APPROVAL:</b>	11-12-13
		<b>CABINET REVISION:</b>	08-28-17; 02-07-18

**BASIC FUNCTION:**

Collect, organize, and manage student and site data as well as research and evaluate programs in the district; provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students. Plan, coordinate, and support the district's performance frameworks.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Design, prepare, and present research and evaluative reports regarding student and program performance; examine and analyze data, and develop recommended methods to improve instructional programs; and create and review various reports assigned to Assessment, Research, and Evaluation staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform special projects and research related to district schools and students; attend to administrative details on special matters as assigned; and manage various large-scale, ongoing projects including coordinating data collection, maintaining quality control of data entry, preparation of reports, conducting data analyses, and interpreting findings. **E**

Provide both process and product evaluation to assess school performance on the district performance tool, the degree of implementation of plans and metrics, and the impact of programs on students. **E**

Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings; create and maintain assessment databases; and produce data reports for various audiences. **E**

Compile, distribute, and manage the completion and data compilation of school-site and district surveys. **E**

Develop and implement program assessment and evaluation designs including the development of the evaluation instruments and surveys. **E**

Plan and develop methods of school data collection of statistical, enrollment, and other research data to carry out research projects. **E**

Provide technical assistance and training to schools and district personnel regarding assessment and evaluation activities; develop and provide district staff development and training; disseminate information; and respond to inquiries. **E**

Train and supervise the performance of assigned staff: assign and review the work of staff. **E**

Provide technical assistance to school personnel and central office personnel regarding assessment and program evaluation including evaluation of grants. **E**

Write comprehensive, objective reports and present information to a wide range of audiences. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community in the review and evaluation of the educational program. **E**

Prepare and maintain a variety of narrative and statistical reports, records, and files; operate a computer to input data and generate reports; and lift and move boxes and other materials as required. **E**

Remain current concerning trends in assessment, research, and evaluation by attending conferences, reading journals/papers, joining professional associations, taking courses, and attending workshops. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree, preferably supplemented by course work in research design, statistics, testing, and measurement; and three years of experience in complex data analysis, research, or program evaluation. Three years of experience in data analysis within education, public policy, or business intelligence preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Common Core.

Instructional rounds and the data inquiry process.

Standardized, performance-based, and other assessments.

Database systems and data management.

Computer software applications relevant to educational assessment and research.

Methodology used in educational research design and statistical analysis.

Theory and practice related to student learning, program evaluation, and educational measurement.

School district organization, operations, policies, and objectives.

Oral and written communications skills.

Interpersonal skills using tact, patience, and courtesy.

##### **ABILITY TO:**

Plan, organize, control, and coordinate a variety of activities related to networks.

Establish and maintain effective working relationships with district and site personnel.

Plan, coordinate, design, conduct, supervise, and provide oversight to department activities.

Provide information to facilitate informed decision-making regarding the improvement of district and site programs.

Conduct school data collection, organization, compilation, analyses, and accurate interpretation of the findings. Plan, implement, and report the results of assessment programs, evaluation, or research studies.

Create and maintain assessment databases.

Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.

Prepare and deliver presentations.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

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.

Conduct library research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate orally and in writing to audiences of varying levels and consult in matters of evaluation results.

Collaborate with school staff, district staff, and outside agencies on research and evaluation design and data needs.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

**HEALTH BENEFITS:** District pays a portion of the employee’s health benefits through District-offered plans.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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Jorge Aguilar, Superintendent

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Date