

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Research Assistant	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9469	WORK YEAR:	12 Months
DEPARTMENT:	Assessment, Research, and Evaluation	SALARY:	Range 47 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: HR REVISION:	09-07-11

BASIC FUNCTION:

Provide diverse, secretarial and technical administrative support to the Assessment, Research, and Evaluation Department by assisting in the assessment, data collection, processing, organizing, and data entry; work within specific research instructions as to method, process, and technique to locate data and layout; utilize database programs to import and export data.

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.)

Work independently on tasks, including research, documentation, development, coordination, and decision making to complete assigned projects; assist in research, survey development, and the gathering and presentation of information related to district projects, programs, and school programs. **E**

Participate in the development of forms and procedures to collect and process data for district and state testing programs and surveys; receive testing and survey materials; inspect materials for extraneous marks; communicate with schools to correct or verify accuracy of data received. **E**

Assist in research and evaluation of district grants, projects, and programs. **E**

Analyze data utilizing computer database management and spreadsheet programs; coordinate the collection and preparation of data through computer-generated reports; provide, update, and maintain data and reports required by outside agencies or the district. **E**

Monitor the progress and integrity of data submitted to governmental agencies; monitor and meet submission timelines for reporting requirements. **E**

Collect and enter data into or database formats using a computer-aided device, survey, and other research tools. **E**

Assist in the compilation and verification of survey and research data, by sampling and reviewing source documents to verify proper data transfer; cross reference data to ensure accuracy and completeness. **E**

Distribute and review questionnaires, surveys, and reports for accuracy and completeness; establish and maintain records and files of completed reports and surveys; assemble, collect, and prepare materials for distribution. **E**

Develop and maintain a variety of logs, records, and files; compile information, and prepare summaries, charts, matrixes, and reports. **E**

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**

Monitor assigned grant budget(s) to assure proper expenditures and financial compliance; obtain appropriate signatures; communicate with other departments and school sites to resolve problems and discrepancies; respond to questions, and provide detailed instructions on requests for budget information, funding sources, and procedures and policies for purchase of materials. **E**

Schedule and coordinate large and small group meetings, conferences, and appointments; secure facility and/or conference rooms and refreshments; send out notices; provide required documents as needed; arrange and schedule travel accommodations, and process reimbursements; attend meetings and record proceedings using dictation skills, laptop computer, and/or handheld devices; prepare and distribute minutes. **E**

Make telephone calls to verify, receive, or transmit information; screen and route telephone calls and assist visitors; provide detailed information concerning policies and procedures and answer questions, refer to appropriate staff members; field the concerns of parents and community members. **E**

Prepare data gathering forms to request, disseminate, or verify information according to established guidelines; open and screen incoming mail; compose, type, and proofread correspondence, such as letters, memoranda, and flyers; order supplies; prepare, submit, and monitor requisitions; maintain records of funds. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; maintain a variety of office equipment. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, list, and summaries from computer database; develop queries for counts, grouping, organization, and to gather and extract data to generate reports. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, emails, letters, and other communications; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of increasingly responsible research and evaluation experience, as well as providing administrative support, record-keeping, and project management. Course work in statistics preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and processes of conducting statistical analysis and data reporting.

Database management.

Research methods, and report writing and recordkeeping techniques.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned duties.

District organization, operations, policies, and procedures.
 Operate a computer, related software, scanner, and standard office equipment.
 Correct oral and written use of English, grammar, spelling, punctuation, vocabulary, and composition.
 Interpersonal skills using tact, patience, and courtesy.
 Health and safety regulations.

ABILITY TO:

Perform various research-oriented tasks by using a variety of software programs.
 Organize information and communicate to others.
 Perform statistical analysis.
 Learn and assimilate new programs or procedures.
 Coordinate multiple projects.
 Address issues and challenges as they arise.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Operate a computer, related software, scanner, and standard office equipment.
 Analyze situations accurately, and adopt an effective course of action.
 Communicate effectively, both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Compose correspondence and written materials independently.
 Lift light objects according to safety regulations.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and occasional warehouse 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, 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 light objects.

APPROVALS:

Carol Mignone Stephen, Interim Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date