JOB DESCRIPTION

Position Title: Statistical Research Specialist (Academic Account Data Specialist)
Prepared Date: 06/21/2022

JOB GOAL:
To provide accurate and timely research-based data and information for use by the District in assessing programs and their components and developing formal program evaluations.

TERMS OF EMPLOYMENT:
Twelve (12) month (245 days) contracts, Pay 802 Grade 21, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. FLSA: Non-Exempt

QUALIFICATIONS:
1. Master’s Degree in educational measurement and evaluation, social science, mathematics, or related field, or a BA in math with experience related to statistical research activities.

2. Experience in preparing formal program evaluations, including qualitative data collection, analysis, and interpretation.

3. Experience in formulating a comprehensive program assessment process that can be used to determine the effectiveness of specific academic program.

4. Ability to use Microsoft Office products (the ability to use the statistical software SPSS is helpful, but not necessary).

5. Ability to write technical reports and communicate technical information in language understandable to people with different levels of experience.


7. Experience in working successfully with other professionals.

8. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.
Little Rock School District

JOB DESCRIPTION

1. Assist staff, consultant(s), and evaluation teams to develop assessment and program evaluation designs.

2. Prepares and administers questionnaires and other assessment tools and evaluation forms for use in gathering and reporting qualitative data.

3. Collects program implementation data using a classroom observation protocol; trains other qualified district staff in using the protocol as necessary.

4. Receives, reviews, and compiles data; edits for accuracy and completeness.

5. Prepares and arranges statistical tables and charts for compilation into manuals, handbooks and reports.

6. Analyzes and interprets data.

7. Writes technical reports and communicates technical information clearly.

8. Present workshops as needed on using data to improve instruction.

9. Provides technical assistance to schools on using assessment information to modify programs.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.