

COORDINATOR OF POLICY RESEARCH AND DEVELOPMENT

DEFINITION

Coordinates the analysis of research and policy development regarding student achievement, school performance, demographics, and District reconfiguration and performs a number of related staff functions.

TYPICAL DUTIES

- Analyzes and reviews data regarding student achievement, school performance, demographics, and District reconfiguration and makes recommendations regarding these subjects to directors and school principals.
- Prepares strategic plans to meet the needs of District reconfiguration proponents balanced by the requirements of students and staff rights as defined by the Education Code and collective bargaining agreements.
- Collects and provides analysis of data regarding lowest performing schools.
- Analyzes, on a school by school basis, data regarding compliance with court decrees and legal settlements.
- Represents directors in meetings with District administrators, school community representatives, and officials of other governmental agencies.
- Prepares responses to correspondence involving the interpretation or explanation of Board policies or programs.
- Provides information regarding school demographics and reconfiguration for use in the collective bargaining process.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Coordinator of Policy Research and Development functions as a staff resource for the Executive Director, Office of Data and Accountability by developing and assisting in the implementation of District policy regarding student achievement, school performance, demographics, and District reconfiguration.

A Program and Policy Development Advisor serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal, policy, and procedural matters.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to the analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

General direction is received from a higher level administrator. General supervision is exercised over lower-level technical and/or clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Demographics and the distribution of students throughout the District
- Research design and methodology regarding student achievement, school performance, school utilization, and demographics
- Statistical methods and graphic presentation
- Organization and functions of the District administration
- City, County, State, and federal laws, regulations, and policies regarding educational facility utilization and boundary determinations
- Electronic data processing concepts and practices, data management techniques and their application to the development and maintenance of management information systems
- Principles of public relations
- Principles of supervision

Ability to:

- Plan and direct activities and operations
- Work effectively and elicit cooperation from senior management, employees, community members, and representatives of other agencies
- Communicate effectively both orally and in writing
- Conduct meetings utilizing consensus building techniques and make effective presentations
- Make, support, and explain recommendations
- Organize resources to meet goals and deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. A master's degree in education, school business management, business or public administration or a related field is preferable.

Experience:

Four years of professional experience above the entry level in administrative analysis, data systems analysis, educational research, and report writing.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
06-09-14
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