

PROGRAM EVALUATION AND RESEARCH COORDINATOR

DEFINITION

Directly manages large-scale research proposals and the District review process and oversight of District and school-level research and program evaluation projects.

TYPICAL DUTIES

Directs and manages all external requests for research in the District.

Directs, supervises, trains, and reviews the work of staff involved in assigned projects such as survey development and administration, ad hoc literature review requests, program evaluations, and the planning, drafting, and publication of various reports and policy documents.

Provides technical guidance and support to assigned staff and District personnel on such issues as data collection and sampling, research design, and the management, preparation, statistical analysis, interpretation, and application of test data.

Directs, assigns, and coordinates review of research proposals using established criteria for conducting research in the District.

Chairs the Committee for External Research Review (CERR).

Coordinates submitted research proposals and approved projects with external researchers and research consortia.

Provides leadership, oversight, and expert advice to ensure appropriate development, interpretation, and implementation of research findings; provides comprehensive reports, and makes recommendations to senior District leadership and various stakeholders.

Establishes and implements quality control safeguards to ensure the reliability and validity of research findings.

Prepares reports and briefings for a variety of audiences including senior District management, State and federal agencies, public and private educational evaluation and research organizations, parent groups, and others regarding research findings.

Assists in the development and management of project budgets and expenditures.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program Evaluation and Research Coordinator directs, supervises, trains, and reviews the work of staff involved in assigned projects; directs, manages and approves external requests for research in the District; coordinates research with external researchers and research consortia; and provides technical guidance and support to District staff on research-related survey and evaluation issues.

The Director of School Information Management is responsible for planning, organizing, and directing the School Information Branch which is responsible for collecting and reporting school and student information for the purpose of meeting mandated State and federal requirements.

A Strategic Data Analyst serves as a specialist in data pertaining to student achievement and performance by independently utilizing complex data analysis to examine implications of observed trends in District, school, and student performance.

SUPERVISION

General supervision is received from the Director of School Information Management. Supervision may be exercised over lower level personnel such as Strategic Data Analysts and research specialists.

CLASS QUALIFICATIONS

Knowledge of:

- Research project management, resources allocation, and stakeholder engagement
- Measurement theory
- Sampling and research design
- Longitudinal research design and analysis
- State and federal education laws
- Professional ethical principles that govern educational research
- Current trends, literature, and research in the field of instruction, assessment, and survey design and analysis
- Principles, techniques, and terminology of educational research and program evaluation
- Descriptive and inferential statistical techniques, quantitative and qualitative research methodologies, and supplemental interpretation, validation, and application of findings
- Leadership skills in group facilitation including consensus building and conflict resolution
- Data visualization tools such as Tableau
- Data management software and programs such as SPSS, R, ATLAS.ti or NVivo

Ability to:

- Plan, schedule, and direct multiple projects simultaneously, consistently meet deadlines, and evaluate each project's effectiveness.
- Conceptualize and organize a complex research/evaluation project and direct it to a successful completion within a specified time limit with minimal supervision
- Apply educational, psychological, and test and measurement theory and make valid analyses and comparisons regarding project results
- Identify policy implications of research findings and communicate technical information effectively to program directors and District management
- Write clear and concise reports, and make and support recommendations that conform to the professional technical research standards
- Establish and maintain effective and cooperative working relationships with administrators, employees, and operational units
- Analyze and interpret written materials and oral communications
- Communicate effectively both orally and in writing
- Effectively direct the work of staff and students
- Interact harmoniously with a variety of people

ENTRANCE QUALIFICATIONS

Education:

A Master's Degree in education, psychology, social science, or other behavioral science from a recognized college or university with courses in quantitative and qualitative research design

and methodologies, statistics, or program evaluation. An Ed.D. or Ph.D. degree is highly preferable.

Experience:

Five years of technical/professional experience in educational, social, or behavioral research, including recent experience directing or coordinating educational evaluation or research projects.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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SH/PJO