

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: RESEARCH ANALYST ACCOUNTABILITY AND RESEARCH DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, conducts qualitative and quantitative research to support decision-making in the district. Employee is responsible for research design, data collection, statistical analyses, and reporting. Provides technical support to others in obtaining, understanding, and utilizing data; responds to data requests and research-related questions from district leadership. Designs data reports to assist district and school leaders with strategic use of data and decision-making. Employee reports to the Director of Research and Evaluation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Understands advanced research methods and designs suitable for educational settings.

Develops research questions/projects to drive understanding and improvements in decision making across the district.

Leads and manages research projects including developing timelines for project implementation and identifying resources needed.

Able to identify data available to answer research questions.

Collects, cleans, and manages data, including creating variables, merging and reshaping files

Runs statistical models and provides written summaries of results from research projects.

Provides careful and clean documentation of data cleaning and analyses.

Uses and maintains databases and other data tracking systems.

Conducts literature reviews about educational practices as needed; provides information about relevant research-proven practices to departments within the district.

Develops survey instruments as needed for research projects.

Prepares presentations of research findings, including data visualizations, for various audiences such as principals, district leadership, and the Board of Education.

Fulfills data requests and answers research-related questions from district leadership.

Remains current in the field of educational research and data strategy through review of journal articles and reports.

Collaborates with Evaluation Specialist, research interns and other colleagues within the Division of Accountability and Research about design and analysis of data as well as research projects.

ADDITIONAL JOB FUNCTIONS

Performs other duties as requested by the Director of Research and Evaluation and the Chief Performance Officer.

MINIMUM TRAINING AND EXPERIENCE

Master's degree, doctoral degree preferred, in social sciences or educational research methodology from an accredited university is required, with three or more years of experience with survey design, data presentation, and conducting data analyses with statistical software such as SAS, Stata, SPSS, R, etc. Prefer experience conducting research in a K-12 educational setting.

Persons with other combinations of applicable education, training, and experience which provide the knowledge, skills, and abilities necessary to perform effectively in the position may be considered.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, scanners, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, manuals, legislation, graphs, charts, etc. Requires the ability to prepare correspondence, reports, forms, charts, graphs, statistical analysis, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including psychometric, statistical and educational research terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of educational research methodology, including research design, survey design, and data analysis.

Thorough knowledge, skill, and working experience in statistical analysis using SPSS, Stata, SAS, R, etc.

Thorough skill and working experience with research and survey design.

Considerable knowledge, skill and experience with graphical presentation software.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by

professional organizations and/or federal, state and local laws, rules and regulations.

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.