

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Educational Research Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
REVISED:	January 8, 2002		

BASIC FUNCTION:

Plan, conduct, and report upon a variety of complex research activities related to district programs, policies, and initiatives.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

E = Essential Functions

Plan and develop methods of data collection of statistical, enrollment, and other research data to carry out assigned research projects. **E**

Gather, summarize, and distribute study and research data to district personnel and the public. **E**

Prepare and present oral and written reports of researched-based findings; coordinate, compile, and produce state and federal mandated research-based reports. **E**

Perform a variety of research studies related to district programs, policies, and initiatives; research national literature relevant to district programs and policies. **E**

Review research proposals from external researchers; provide assistance to external research consultants. **E**

Develop questionnaires, interview protocols, and other research tools. **E**

Act as department liaison or district representative with district staff, other agencies, and the public; attend and participate in meetings and conferences as a representative of the department. **E**

Analyze the application of systems and policies regarding a variety of district operations. **E**

Determine and organize schedules for the timely report of data. **E**

Develop and use a complex information development and management system. **E**

Train and direct the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a major in education, social science, business or public administration, or other appropriate field, including or supplemented by courses in statistics and the use of computer based research methods and two years of recent, progressively responsible experience in research activities, preferably involving educational policy analysis or formal research in a related field, in a large school district, or other public agency

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Quantitative and qualitative educational research methods.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Prescribe the computerized applications to be used in data analyses.

Conduct educational research and make recommendations.

Perceive organizational implications of conclusions and recommendations.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6527

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