

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Evaluation Analyst	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Office of Instructional Support	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OTBS
<b>REVISED:</b>	August 27, 2004		

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**BASIC FUNCTION:**

Assist in the implementation, coordination, analysis, interpretation of data, and report preparation of evaluation products related to student achievement, instructional programs, professional support and training, and other initiatives/projects as assigned.

**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**

Assist in implementation and coordination of assigned projects. **E**

Assist in development of data collection tools (e.g., forms, questionnaires, surveys, and interview protocols). **E**

Coordinate and systematically collect data at program sites and central offices. **E**

Determine appropriate utilization of data to support project design. **E**

Verify accuracy of data gathered for assigned projects. **E**

Design formats for graphic display of data. **E**

Assist school site staff by identifying, collecting, reporting, and analyzing/explaining data to facilitate an understanding of student performance. **E**

Assist in preparing the final report of data analyses and evaluation projects. **E**

Assist Educational Research Specialists in conducting various components of evaluation project(s).

Edit assigned division reports as peer reviewer. **E**

Coordinate and monitor district evaluation activities of external researchers. **E**

Train and direct 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 recognized four-year college or university with course work in tests and measurement, descriptive statistics, research and evaluation design, and one year of recent, progressively responsible, related experience.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Correct English language usage, grammar, spelling, punctuation, and vocabulary.  
General principles of assessment, curriculum, and instruction.  
General principles of program evaluation and data reporting.  
Microsoft Office softwares; Word, Excel, Access, PowerPoint.

**ABILITY TO:**

Plan and organize work to meet schedules and time lines.  
Work independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Maintain records and prepare reports.  
Collect, organize, analyze, interpret, and report diverse data related to evaluation projects.  
Communicate effectively orally and in writing.  
Analyze and interpret data.  
Analyze situations accurately and adopt an effective course of action.  
Produce data displays and research reports.  
Develop data collection tools.  
Collaborate with colleagues at sites and in central offices to ensure understanding of evaluation products.  
Establish and maintain effective working relationships with colleagues and the larger education community.  
Operate standard office equipment including computers and related software applications.  
Learn district research proposal process quickly.  
Learn district policies and procedures quickly.

**WORKING CONDITIONS**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting 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.