

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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|--------------------|------------------------------------|------------------------|--------------------------|
| <b>TITLE:</b>      | Supervising Educational Researcher | <b>REPORTS TO:</b>     | Assigned Supervisor      |
| <b>DEPARTMENT:</b> | Institute for Learning             | <b>CLASSIFICATION:</b> | Classified               |
| <b>FLSA:</b>       | Exempt                             | <b>SALARY GRADE:</b>   | 044<br>AASD Supervisors' |
| <b>REVISED:</b>    | October 15, 2002                   |                        |                          |

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### BASIC FUNCTION:

Independently plan, conduct, and report upon a variety of complex research activities in all areas of the schools' operations; supervise assigned professional and support staff.

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

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

Determine and organize schedules for the timely reporting of data; prepare and deliver oral and written reports of findings. **E**

Develop and use a complex information format and management system; gather, summarize, and distribute data to district personnel and the public. **E**

Attend and participate in meetings and conferences as a representative of the department. **E**

Review proposed legislation for its possible effect upon the district; coordinate, compile, and produce state and federal mandated reports. **E**

Act as department liaison or district representative with district staff, universities, other school districts, public agencies, County Department of Education, and the public. **E**

Stay informed of national literature in educational research. **E**

Perform a variety of research which include studies of high school graduates and dropouts. **E**

Assist in the development, publication, and implementation of the district's research agenda and in the related activities of the Research Cooperative. **E**

Assist in the assessment of research proposal quality and the projects' relevance to the district's research needs and interests. **E**

Confer with research applicants regarding the assessments; assist in administering the district's policies/procedures regarding research in the district by eligible researchers. **E**

Develop or assist in developing questionnaires, newsletters, brochures, and other research tools and publications. **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, business, public administration, psychology, or other appropriate field, including or supplemented by courses in statistics or 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:**

Quantitative and qualitative educational research methods.  
Technical aspects of field of specialty.  
Reading and writing English communication skills.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.  
Learn and understand the computer language “Basic.”  
Prescribe computerized applications to be used in the data analyses.  
Prepare written reports and give oral presentations.  
Conduct educational research and make sound recommendations  
Perceive organizational implications of conclusions and recommendations.  
Establish and maintain effective working relationships with district staff, personnel in other public agencies, and the community.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures  
Train, supervise, and evaluate the work of others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to 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.

Revised 3.30.04—PeopleSoft

Job Code 6530

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