

SENIOR EDUCATIONAL RESEARCH ANALYST	5089
EDUCATIONAL RESEARCH ANALYST	5091

## DEFINITION

Performs a variety of duties related to the development, preparation, and implementation of measurement, evaluation, and research projects relating to various District programs. A Senior Educational Research Analyst performs the more complex assignments and provides work direction to lower-level professional/technical staff and clerical personnel.

## TYPICAL DUTIES

- Plans and designs research projects and evaluation procedures and conducts studies related to the assessment of various District programs.
- Develops measurement and evaluation instruments and conducts validity studies of these instruments.
- Conducts surveys to assess District programs.
- Explains tests and evaluation instruments to school personnel and provides advice on their Selection and use.
- Analyzes and summarizes data and writes reports interpreting these data.
- Extracts and manipulates data from District or other data bases for analysis purposes.
- Develops research techniques.
- Administers assessments to students.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Educational Research Analyst plans and participates in the more complex instructional research projects and may give work direction to Educational Research Analysts and other staff.

An Educational Research Analyst performs journey level research work regarding the measurement and evaluation of instructional programs.

The Director of Strategic Data and Evaluation provides administrative direction to formative and summative evaluation studies regarding the effectiveness of the instructional programs. and educational projects from both qualitative and quantitative perspectives.

## SUPERVISION

General supervision is received from the Director of Strategic Data and Evaluation. Senior Educational Research Analysts may provide work direction over Educational Research Analysts. Both classifications may provide work direction over lower-level technical and/or clerical personnel.

## CLASS QUALIFICATIONS

### Educational Research Analyst

#### Knowledge of:

Principles, techniques, and terminology of an educational/psychological evaluation program  
Descriptive and inferential statistical technique and interpretation  
Research design and methodology as related to an educational evaluation/research program  
Data processing systems as related to educational program analysis  
Data management software and programs

#### Ability to:

Write clear, concise reports  
Prepare and deliver effective presentations of data analysis methods  
Communicate effectively  
Work effectively with District personnel and students

### Senior Educational Research Analyst

In addition to the knowledge and abilities listed above, a Senior Educational Research Analyst must have:

#### Knowledge of:

How to conceptualize and organize a complex evaluation/research project and direct it to successful completion within a specified time limit with minimal supervision

#### Ability to:

Effectively direct the work of staff as assigned

## ENTRANCE QUALIFICATIONS

#### Education:

Graduation from a recognized college or university with graduate or undergraduate courses in data analysis, research methodology, and report writing.

#### Experience:

\_\_\_\* of technical/professional experience in educational, social science, or behavioral research.

- \* Senior Educational Research Analyst
- \* Educational Research Analyst

- Three years
- Two years

A master's degree in education, psychology, or sociology may be substituted for up to one year of the required experience, or a doctorate in education, psychology, or sociology may be substituted for up to two years of the required experience.

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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RGK