

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Coordinator, Research and Data    **CLASSIFICATION:** Non-Represented Management, Classified

**SERIES:** Coordinator

Provide technical assistance and training to schools and district personnel regarding assessment and evaluation activities; develop and provide district staff development and training; disseminate information; and respond to inquiries. **E**

Train and supervise the performance of assigned staff: assign and review the work of staff. **E**

Provide technical assistance to school personnel and central office personnel regarding assessment and program evaluation including evaluation of grants. **E**

Write comprehensive, objective reports and present information to a wide range of audiences. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community in the review and evaluation of the educational program. **E**

Prepare and maintain a variety of narrative and statistical reports, records, and files; operate a computer to input data and generate reports; and lift and move boxes and other materials as required. **E**

Remain current concerning trends in assessment, research, and evaluation by attending conferences, reading journals/papers, joining professional associations, taking courses, and attending workshops. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree, preferably supplemented by course work in research design, statistics, testing, and measurement; and three years of experience in complex data analysis, research, or program evaluation. Three years of experience in data analysis within education, public policy, or business intelligence preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Common Core.

Instructional rounds and the data inquiry process.

Standardized, performance-based, and other assessments.

Database systems and data management.

Computer software applications relevant to educational assessment and research.

Methodology used in educational research design and statistical analysis.

Theory and practice related to student learning, program evaluation, and educational measurement.

Conduct school data collection, organization, compilation, analyses, and accurate interpretation of the findings. Plan, implement, and report the results of assessment programs, evaluation, or research studies.

Create and maintain assessment databases.

Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.

Prepare and deliver presentations.

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

Complete assignments successfully with a minimum of direction and supervision.

Obtain maximum cooperation and rapport with departmental and other district employees.

Maintain a high level of objectivity, and provide quality information to facilitate decision-making at all levels.

Conduct library research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate orally and in writing to audiences of varying levels and consult in matters of evaluation results.

Collaborate with school staff, district staff, and outside agencies on research and evaluation design and data needs.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.