RESEARCH ANALYST, INSTITUTIONAL RESEARCH AND TECHNOLOGY

QUALIFICATIONS
Bachelor's degree in computer science, MIS, or related technical field preferred
Experience in research, evaluation, or statistics strongly desired
Proficient in using SQL, Microsoft Excel and Access
Extensive knowledge of report generation tools in a web environment
Experience with PHP, ASP, ASP.NET, and other web programming tools
Experience with SPSS desired
Demonstrated ability to create, maintain, import, and export large and small databases using SQL
Organizational ability and skill to simultaneously manage multiple components of projects
Ability to work independently and in project teams with diverse groups of people
Excellent written and oral communication skills

REPORTS TO
Director of Assessment & Data Management and/or Executive Director of Data & Accountability

SUPERVISES
N/A

JOB GOAL
To enhance, develop, and automate department-reporting capabilities including web-reporting capabilities of forms, surveys, assessments, and NCLB report cards; and assist with populating and maintaining data warehouse system

ESSENTIAL FUNCTIONS
Refine existing department reporting methods to automate report generation and dissemination
Assist with district and state assessments, which may include:
• scanning and scoring tests
• cleansing data
• generating reports
Assist with populating and maintaining data warehouse system
Define and refine web reporting strategies for Institutional Research and Technology (IRT) and other departments within the district
Develop surveys for on and off the web, which includes
• determining, ordering, and maintaining materials required for off-web surveys
• managing the scanning and scoring of off-web surveys
• managing the databases of on-web surveys
• managing the production and dissemination of on/off web survey results
• recommending and implementing hardware and software used with on/off web surveys
  Trains district and school personnel on interpreting and utilizing district and state test reports
  Performs other related duties as requested or assigned

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**SALARY INFORMATION**

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Research Analyst, Institutional Research and Technology</th>
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<tbody>
<tr>
<td>Scale:</td>
<td>AS</td>
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<tr>
<td>Grade:</td>
<td>D</td>
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<tr>
<td>Days Employed:</td>
<td>246 per school year</td>
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<tr>
<td>Range:</td>
<td>$42,200.00 - $65,000.00</td>
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<td>Overtime:</td>
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**CODES**

<table>
<thead>
<tr>
<th>MS Personnel/Accreditation Data:</th>
<th>751008 (Data Processing Programmer/Analyst)</th>
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<tbody>
<tr>
<td>JPSD Job Position Title:</td>
<td>N1209</td>
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