

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator of Research, Evaluation and Student Support	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Educational Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	March 30, 2021	SALARY:	Range E1/Tier IV Management Salary Schedule

SUMMARY DEFINITION:

Assist in planning, coordinating, designing, conducting, implementing, and facilitating the research, evaluation, and student support initiatives of the District; generate and provide information and leadership to facilitate and guide informed decision-making regarding the improvement of District programs and school site delivery of instruction to students.

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, coordinate, design, conduct, and supervise District research and evaluation activities; provide information and leadership to facilitate and guide informed decision-making regarding the improvement of District programs and school site delivery of instruction and other services provided to students. **E**

Develop comprehensive and continuing programs for research and development planning and evaluation and generate reports in support of the District Strategic Plan, priorities and initiatives, and related activities (e.g., LCAP, CCEIS, etc.). **E**

Assist in the preparation and analysis of needs assessments; design specific surveys for various stakeholders for District grant preparation, and for miscellaneous reports and projects. **E**

Collect, compile, organize and analyze data and maintain database systems to prepare evaluation reports and evaluate programs; communicate and present conclusions based upon data to provide needed information and support for formal and informal presentations, papers, and discussions among District and school site teams. **E**

Perform special projects and research, attending to administrative details on special matters as assigned; manage various large-scale and ongoing projects including coordination of data collection; maintain quality control of data entry, preparation of reports, conducting data analyses, and interpretation of findings. **E**

Provide process and product evaluation to assess program compliance with state and federal guidelines, the degree of implementation of plans, and the impact of programs on students. **E**

Design, develop and present professional development to staff regarding data systems, test development and administration, data collection and analysis, and the use of data and conclusions based upon its analysis to support and improve teaching and learning. **E**

Provide support, direction and leadership to school site staff and teams regarding the use of data to inform the development, implementation, and improvement of effective multi-tiered systems of support for students at all sites and levels. **E**

Provide professional development activities for administrators, teachers and other site staff, and school-based leadership teams; conduct observations and provide feedback, model effective practices, and provide other needed assistance to support the implementation and improvement of multi-tiered systems of support. **E**

Provide technical assistance to District and site personnel and other stakeholders and respond to inquiries related to assigned areas of responsibility as needed. E

Establish and maintain a positive climate of interaction, communication, and collaboration among superiors and colleagues, with District and site staff and team members, and other stakeholders in leading and supporting research, evaluation and student support initiatives. E

Remain current and informed about trends in research, evaluation, and student support by attending conferences, reading professional literature, joining professional associations, taking courses, and attending workshops and conferences. E

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree and at least three years of experience in overseeing, facilitating and/or leading research, program evaluation, and/or designing and implementing student support systems at a school site or District level is required. Possession of California teaching/service and/or administrative credentials, school site or District leadership experience in related area. Completion of Master's degree is preferred.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability in using a personal computer, the Internet, modern office equipment, and District data and software systems for data storage and retrieval, word processing, spreadsheets, scheduling, communication, data management and complex calculations is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

Effective and contemporary leadership and group facilitation practices.
Technical aspects and practices of collecting, evaluating and analyzing data.
Data management and database systems.
Methods of conducting educational research and program evaluation.
Strategies and methods for effective survey design and development.
Techniques for applying analyses of and conclusions based upon data to improve instructional programs.
Instructional practices and effective student support systems.
State and federal laws, regulations, and codes pertaining to evaluation of educational programs.
School district organization, operations, policies, and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Plan, coordinate, design, conduct, and supervise research and evaluation activities.
Provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students.
Conduct data collection, organization, compilation, and analyses, and accurately interpret findings.
Plan, implement, and report the results of evaluation and research studies.
Create, maintain, and manage data and databases.
Develop surveys which yield needed information.
Communicate results of research and evaluation studies to audiences with varying levels of experience and expertise.

Plan, design and deliver professional development activities.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Complete assignments successfully with minimum of direction and supervision.
Solicit cooperation, establish rapport, and collaborate effectively with District and site administrators, District employees, and other stakeholders.
Maintain objectivity and provide quality information to facilitate decision-making at all levels.
Conduct research, develop evaluation instruments, and use appropriate procedures to gather, analyze, and interpret data.
Communicate orally and in writing effectively and to various audiences.
Operate a computer and related software.
Meet District standards of professional conduct.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; drive a vehicle to conduct work.

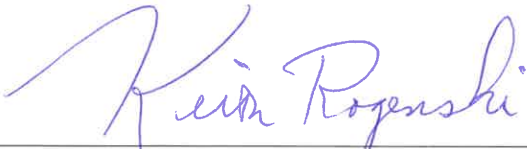
Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer; 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.

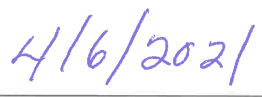
OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment background and tuberculosis clearances and District mandated trainings.

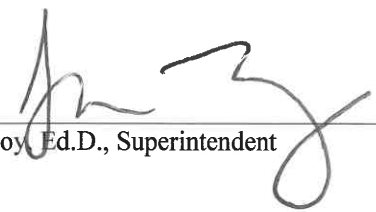
APPROVALS:



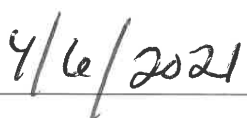
Keith Rogenski, Assistant Superintendent, Human Resources



Date



John Malloy, Ed.D., Superintendent



Date