SUNNYSIDE UNIFIED SCHOOL DISTRICT   JOB DESCRIPTION
FLSA: EXEMPT   CLASS: PROFESSIONAL NON-TEACHING

Program Evaluator/Research Assistant

DEFINITION:
The SUSD Program Evaluator/Research Assistant (RA) will be responsible to take the lead in the design, execution, analysis and evaluation of federally funded curricular programs and District-wide Transformation Initiatives (e.g., Freshman Academy, Project Graduation, One-to-One Computer initiative, Beyond Textbooks, etc.). The RA will work primarily with directly with the central office administrators, Departments of Curriculum & Instruction, Title Programs, Language Acquisition and Development, and Information Technologies. The RA will also have the responsibility to work on program implementation and impact outcomes and make recommendations for continued improvements.

REPORTS TO: Director of Information Technology and Director of Title Programs

ESSENTIAL FUNCTIONS:
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

SPECIFIC DUTIES AND/OR RESPONSIBILITIES:
- Support the initiatives of the SUSD governing board and SUSD Cabinet by designing, implementing and monitoring current and future initiatives; producing reports that lead to the improvements of the initiatives
- Work with the Departments of Curriculum & Instruction, Title Programs, and Information Technology to generate sound research designs that meet the needs of the district in positively influencing student achievement and teacher effectiveness
- Monitor Federal Programs (Title Ia,, Title IIa, Title IId, Title III) and create end-of-year evaluation reports for district programs and programs in private schools under our responsibility
- Quickly learn new software, learning management systems, research methods, accountability system, existing programs and district initiatives
- Flexibility in responding to new research assignments and opportunities as they arise.
- Engage in and manage a wide range of intellectual and physical work, ranging from preparing mass mailings to analyzing proposed data-collection designs
- Communicate and collaborate with off-district consultants and research partners (e.g., ADE, ASU, UA, International Center for Leadership, etc.)
- Manage data collection projects by meeting paper and electronic mailing deadlines, assist in entering data, transcribing tapes and handwritten notes; using technology to do these tasks more efficiently.
- Assist staff in design and maintenance of online surveys and relational databases
- Produce written, tabular and visual materials for research reports and presentations

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Strong existing computer skills with Microsoft Office, SPSS statistical software, and general Internet and electronic communications
- High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision
- Excellent interpersonal skills and strong group facilitation skills, with the ability to present information to small and large groups of people from divergent backgrounds
- Strong spoken and written communications skills.
- Knowledge of standards-based education, urban schools and students

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

MINIMUM QUALIFICATIONS:
- Master's in Social Behaviors Sciences, Management Information Systems, Communication, Education, or in any other research related field
- Experience in designing and successfully executing large-scale research projects