

## RESEARCH ASSISTANT

GENERAL STATEMENT OF DUTIES: Collects data and undertakes analyses relating to the student population, educational test results, and various educational programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, an incumbent of this position is responsible for the collection and analysis of data relating to the school district's student population, standardized test results, and an analysis of various district educational programs based on collected data. This position provides technical expertise in analyzing data, and performs research and analysis in support of the district's administrative staff. Within established guidelines, policies and procedures, the incumbent exercises a considerable amount of independent action and judgement. Supervision may be exercised over clerical or support personnel involved with various aspects of the position's responsibilities.

### EXAMPLES OF WORK: (Illustrative Only)

Collects, maintains, analyzes and prepares projections based on student census and enrollment data;

Analyzes State test results in various formats and develops reports as prescribed by administrative staff;

Coordinates with the State Education Department in the preparation of state reports relating to student testing, State Aid, and other information, as appropriate;

Coordinates local and State testing with school district personnel, establishing the local testing calendar, and analyzing results in various formats;

Coordinates data collection with regard to student information and program participation;

Reviews literature relative to topics under discussion and provides administrative staff with appropriate reports;

Prepares statistical and analytical reports; as required;

Designs quantitative survey instruments and implements same;

Maintains knowledge of various data analysis systems i.e. SAS (Statistical Analysis Systems) and SPSS (Statistical Package for the Social Sciences);

Oversees the operation of the Attendance Office and the preparation of attendance reports;

Uses computer application software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of statistics and statistical analysis; good knowledge of the principles and procedures of measurement and testing; ability to gather, assemble and analyze information; ability to effectively use computer application software; ability to understand and carry out oral and written instructions; ability to organize material concisely in writing and orally; ability to maintain effective working relationships; initiative; tact; good judgement; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school diploma and either: a) a Master's Degree in Psychology, Statistics or Social Work; or b) a Bachelor's Degree in Education, Statistics, Economics, Sociology, Psychology or other closely related social science field with a minimum of 12 credits in statistics and/or research methodology; or c) a Bachelor's Degree with a minimum of 12 credits in statistics and/or research methodology and one year of work experience involving statistical analysis or quantitative research methods; or d) an Associate's Degree in a field as specified in (b) above with a minimum of 12 credits in statistics and/or research methodology, and two years work experience involving statistical analysis or quantitative research methods; or (e) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.