

RESEARCH ASSISTANT IIDEFINITION

Under general supervision, provides skilled and responsible technical assistance to the assigned administrator in all phases of departmental operations; accesses appropriate computer programs to generate reports for District and state programs and surveys; possesses a knowledge of basic descriptive statistics, their use and calculation; uses computer software to perform research-oriented tasks; performs a variety of clerical tasks within a framework of established procedures with only occasional instruction.

DISTINGUISHING CHARACTERISTICS

This position is characterized by a high degree of independent action relating to the technical aspects of the assigned department. This position requires a broad knowledge of the procedures, laws, and technical requirements related to the department function and the ability to provide a high level of clerical and technical assistance.

ESSENTIAL FUNCTIONS

Performs research and analyzes resulting data to determine impact on District programs.

Participates in the development of forms and procedures to collect and process data for District and state programs and surveys.

Prepares for scanning, typing, data entry, printing and dissemination of reports of data collected.

Assists in the development of short and long range plans for assigned department.

Develops research procedures and documentation to analyze the effectiveness of newly developed and established District programs or procedures.

Participates with the assigned administrator in selected research activities relating to the conduct of studies including data entry, producing reports, distribution and retrieval of related data collection materials, editing of data forms, surveys, and reports; and preparation of presentation materials.

Assists in coordinating and monitoring a variety of activities related to department function within the school district.

Updates and maintains various District databases. Provides information as appropriate to District departments, school sites, and community organizations.

Prepares reports using extensive knowledge of descriptive statistics and the rules regarding their use.

Performs various research-oriented tasks by using a variety of micro-computer based software programs, such as word-processing, database, spreadsheet, and graphics programs.

Performs general clerical duties including typing, proofreading, filing, answering telephones, scheduling appointments, answering questions, and providing information as required.

Performs other related duties and tasks as assigned.

QUALIFICATIONSKnowledge of:

Applicable federal, state, and local laws, rules and regulations; Personal computers and related software, i.e. OnPass, GIS, SASI, word processing, spreadsheets, etc.; Modern office methods, practices and procedures; procedures and practices required in data collection, data processing, data entry and report preparation; descriptive statistics and the rules regarding their use; communication skills to write clear, concise and readable reports and correspondence.

Ability to:

Interpret information and its impact on the school district; prepare reports and convert data to charts, graphs, and tables; operate a personal computer, calculator, typewriter, and other related data entry equipment; calculate information with accuracy; compile data and produce a variety of reports; compute statistical calculations; work independently.

Experience:

Any combination of education, training, or experience in research, data processing, data entry, and statistics. Prior experience in a school district working with similar department functions is desired.

Education:

Equivalent to completion of four years of college. (Responsible department support position may be substituted for required education on a year-for-year basis.)