ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESEARCH PROJECT MANAGER

BASIC FUNCTION:

Under the direction of the Director - Research and Evaluation or designee, the Research Project Manager is responsible for the management of all research projects and assessment programs, from conceptual design to implementation; supervise research project activities, maintain quality standards, and abide by timelines; design and deliver effective presentations to a variety of audiences; plan, coordinate, schedule, process, and administer state and District testing programs; train and supervise the performance of assigned staff.

ESSENTIAL FUNCTIONS:

All duties and responsibilities assigned to Research Analysts.

Oversee and manage the design and implementation of research and program evaluation projects; examine and analyze data to develop recommendations to improve instructional programs; review program evaluations, analyses, and reports prepared by Research and Evaluation staff.

Provide consultative services and technical assistance to site and District personnel regarding assessment and research methodologies.

Create and provide professional development training and informational seminars to external departments regarding research and program evaluation findings; development of measurable outcomes and use of data to inform planning and decision-making.

Assist and supervise Research Analyst in the design and development of research projects.

Provide support and assistance with complex evaluation/research design and coding problems.

Provide technical expertise, information and assistance to the Director - Research and Evaluation regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Perform special projects and research; attend to administrative details on special matters as assigned; manage various large-scale, on-going projects including coordinating data collection, maintaining quality control of data entry, preparation of reports, conducting data analyses and interpreting findings and interfacing with programming and systems design personnel.

Oversee the development of and revision to surveys; revise and update existing data collection instruments and supporting documentation.

Manage all state and District test programs; including compliance with state mandated protocols, development and oversite of district testing processes including scanning, scoring, and reporting; and development of the District testing calendar.

Supervise the performance of assigned staff; assign and review the work of staff.

Create and maintain training curriculum by position and individual training plans for staff.

Attend and conduct a variety of meetings as assigned; represent the District at meetings regarding research and evaluation matters.

Serve as a liaison with Technology Services on matters relating to the design and implementation of databases, assessments, reporting, and custom SIS utilities.

Create and maintain detailed project plans for development and execution of department efforts.

Communicate with staff in other District departments/divisions and from outside organizations to facilitate and coordinate grant requirements and research activities, resolve issues and conflicts and exchange information.

Maintain knowledge of national, regional, and local educational data sources; maintain an awareness of the major professional educational journals and current research; maintain an awareness of State - level governmental agencies producing and disseminating educational data; serve as a liaison with the major local and State-wide data providers.

Proactively track and monitor developing or potential legislative changes, obtain input from District staff to submit comments on education code changes, develop recommendations for creation or adjustments of District board policies, administrative regulations, and District procedures as needed.

Operate a variety of office equipment including a computer and specialized software including statistical packages, charts and graphics, word processing, and desktop publishing.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of student assessment testing activities.
Educational testing principles and practices.
Principles and practices of administration, supervision and training.
SAS, R, STATA, or other programming for data manipulation and social science research.
Science of statistics, including statistical theory, techniques, and methods encompassing such areas as sampling ratios and proportions, measures of dispersion and central tendency, reliability, validity, correlations, time series, trends, index numbers, and forecasting.
Significance of various statistical measures.
Methods of statistical applications.
Theory and practice related to program evaluation, educational measurement, and student learning.
Methodology used in educational research design and statistical analysis.
Statistical and mathematical computations and measurements.
Computer software applications relevant to social science research and assessment development.
Database systems and data management.
Research and evaluation, data collection, processing, analysis and reporting.
Computer capabilities and data processing applications.

Test and survey design and development.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software including desktop publishing, charts and graphics, word processing and spreadsheets.
Public speaking techniques.

ABILITY TO:
Supervise the performance of assigned staff.
Design and conduct staff in-services and trainings.
Translate complex technical, statistical, legislative, and legal language and ideas into understandable and appropriate communications and presentations for a variety of audiences.
Plan, coordinate, design, and conduct activities related to research and evaluation.
Accurately analyze and interpret assessment, research, and evaluation results and provide clear and concise narrative and graphic explanations of data and trends.
Prepare and perform a variety of oral presentations.
Serve as a trainer and technical resource for data analysis and reporting results.
Prepare comprehensive narrative and statistical reports.
Monitor, interpret, apply, and explain rules, regulations, policies, and procedures.
Make accurate mathematical and statistical computations.
Maintain current knowledge of trends and advances in the field.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Complete assignments successfully with minimal direction and supervision.
Plan and organize work.
Maintain consistent, punctual and regular attendance.
Effectively communicate to exchange and understand information.
Effectively operate a computer keyboard and office equipment.
Effectively view computer monitor and analyze a variety of materials.
Sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree required in Data Science, Statistics, Education Policy, Sociology, or related field, plus five (5) years experience in research design and program evaluation in an educational environment; or Master's degree in Data Science, Statistics, Education Policy, Sociology, or related field, plus three (3) years experience in research design and program evaluation in an educational environment; or Doctorate degree in Data Science, Statistics, Education Policy, Sociology, or related field, plus two (2) years experience in research design and program evaluation in an educational environment.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

BOARD APPROVED: March 19, 2024