

**CLASS SPECIFICATIONS FOR THE
SPECIALIST, RESEARCH**

DEFINITION

Design and conduct comprehensive program evaluations relating to specially funded educational programs or district funded programs; and perform research duties as required.

QUALIFICATIONS

Credential: Possession of a standard teaching credential or credential of equivalent authorization issued by the California Commission on Teacher Credentialing is desirable but not required.

and

Education: A bachelor's degree from an approved institution is required. Preference will be given to persons whose majors were mathematics, statistics, educational psychology, education with emphasis in research and measurement. Advanced degrees are preferred.

and

Experience: A minimum of three years of certificated experience in program evaluation, testing, and research in public or private schools or the reasonable equivalent is required. Knowledge of and experience with computer applications for data collection and analysis are desirable.

TYPICAL DUTIES AND RESPONSIBILITIES

- _____ 1. Plans and implements evaluation activities for specially funded educational programs or district programs, including preparation of evaluation plans; selection of appropriate data; development of data collection procedures; selection of data analysis; and the development and/or selection of appropriate assessment devices (tests, questionnaires, surveys, checklists, interview guides, etc.).
- _____ 2. Works cooperatively with school and district-level personnel in the planning and implementation of evaluation activities.
- _____ 3. Analyzes statistical data; develops effective methods of data presentation, including necessary tables, charts, and graphs; prepares and defends reports which include program recommendations; and presents reports to various groups of school and district personnel and the Board of Education as requested.
- _____ 4. Prepares data for machine processing, prepares requests for machine processing of data, and consults with Electronic Data Processing Services Department personnel as necessary. May be responsible for maintenance of a significant mainframe or microcomputer based data file.
- _____ 5. Performs other duties as required.

UPE/MGMT