

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

POSITION: Substitute/Relief Research Assistant I

HOURLY RATE: \$19.00/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Research Assistant I is an on-call, temporary position. This position conducts research and technical studies in which goals, procedures, and methods are clearly defined; assists in the collection, organization, and analysis of data using statistical and other means as designated; learns appropriate research processes and measurement tools; and prepares reports. This position receives direct supervision from a department administrator or his/her designee within a well-defined framework of policies and procedures. The position performs technical research and analytical functions in a training capacity.

### ESSENTIAL/TYPICAL DUTIES

Collects, evaluates, tabulates and computes data for technical reports and research studies

Researches and identifies sources of data for assigned projects; compiles evaluation data in a variety of forms

Assists in the conduct of evaluation and research studies of a variety of programs and projects

Assists in designing measurement instruments that include instructions, tests, surveys, questionnaires, rating scales, and structured interview instruments

Assists in evaluation of data utilizing basic descriptive as well as inductive and deductive reasoning

Summarizes and disseminates data collection/analyses results in written reports

Assists program/project staff in the development of project plans, designs, survey methods, and in the formulation of measurable and relevant objectives

Uses database, spreadsheet, word-processing, and graphics software to maintain and monitor research related activities

May assist in training other personnel in data collection and analysis of research methods and techniques

Conducts interviews with clients, customers, and community representatives involved in projects being evaluated for data collection purposes

Operates standard office equipment including a desktop computer, scanner, copier, fax machine, and other peripheral equipment

Prepares reports and summaries, tabular and graphic presentations of data and their analysis, and any required applications, documents, and forms

Receives training and technical guidance from other educational researchers in the use of advanced research techniques and methods, technical report writing, and information system capabilities

Confers with and responds to requests for information from County Office personnel, public school employers, external agencies, and contract researchers

Performs other related duties as assigned.

### EMPLOYMENT STANDARDS

#### Knowledge of:

Basic research procedures, methods and techniques

Basic statistical methods and their application

Basic measurement theory and practices

Educational measurement theory, survey techniques, methodology, and data collection instruments

Techniques of data collection and analysis

Basic infrastructures, organization, programs, policies, and goals of county offices, school districts, and other educational agencies

Basic principles, methods, techniques, and capabilities of information systems and peripheral equipment used in educational research

Proper English grammar, spelling, punctuation, vocabulary, and composition

#### Skill in:

Information system technologies, software, and hardware commonly used in conducting educational research

#### Ability to:

Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office and the specific requirements of assigned educational programs/projects

Learn to apply responsible research techniques, methodology, and tasks to assigned projects

Accurately perform mathematical/statistical calculations

Learn to design effective and relevant research designs that control extraneous variables

Learn general and specialized software applications

Effectively collect accurate data in the research design

Make sound judgments and draw conclusions

Learn to critically analyze data utilizing both statistical and non-statistical methods



Effectively communicate in both oral and written form including the conversion of technical/statistical information into an understandable form for non-technical receivers

Operate standard office and peripheral equipment including a personal computer, calculator, scanner, copier, fax machine, and printer

Write reports and summaries; prepare presentations of a technical nature

Establish and maintain effective work relationships with those contacted in the performance of required duties.

#### EDUCATION AND EXPERIENCE

Generally, any combination of education and experience that could provide the required knowledge, skills, and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

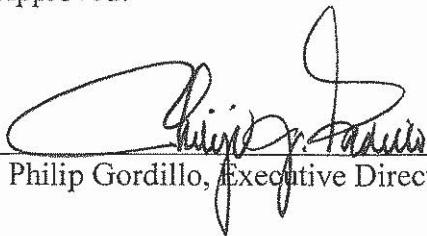
Bachelor's degree from a college or university, accredited by one of the six regional associations authorized by the U.S. Department of Education, with coursework in research methods, statistical techniques, educational planning, or a related field. Practical educational research experience may be credited for a maximum of two (2) years of the above educational requirement.

WORKING CONDITIONS: Duties are performed in an office environment while sitting at a desk and program sites and in the community to make oral presentations and attend meetings. Substitute/Relief workers may be required to work a flexible schedule evening and weekend hours; may require to use personal vehicle in the course of employment, may be required to attend evening meetings, and travel may be required to work evenings or weekends. Occasionally operate a desktop computer for prolonged periods of time. The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: Substitute/Relief workers regularly stand and sit for long periods of time, walk short distances on a regular basis, use hands to handle, feel, finger, and to operate a computer keyboard or other office equipment, reach with hands and arms, stoop or kneel or crouch to file speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate desktop computer; hear and understand voices over the telephone and in person; and move and transport program materials weighing up to 20 pounds.

BARGAINING UNIT: Substitute Workers Unit

Approved:



Philip Gordillo, Executive Director, Human Resources

66/12/13  
Date