

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Research Assistant II

HOURLY RATE: \$25.00/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Research Assistant II is an on-call, temporary position. This position collects, organizes, and analyzes detailed data using both statistical and other means as designated; designs appropriate research processes and measurement tools; prepares comprehensive reports, summaries, and presentations; and receives general supervision within a broad framework of policies and procedures.

ESSENTIAL/TYPICAL DUTIES

Designs and administers data collection, tools, and measurement instruments including tests, surveys, questionnaires, rating scales, observation recordings, and structured interview instruments

Prepares and disseminates data collection/analysis results in proper technical form for publication and/or presentation

Describes, organizes, analyzes, interprets, and presents evaluation data and information using descriptive and inferential statistics as well as inductive and deductive reasoning

Organizes data and information in such form that analysis is facilitated and their significance may be appreciated

Creates evaluation designs to measure relevant goals, objectives, and process implementation/program outcomes; providing assistance to and coordinating efforts with program/project staff as necessary

Writes research reports containing descriptive, analytical, and evaluative content including the preparation of conclusions and forecasts based on data summaries and other findings

Determines sources of data and information, prepares data, and selects the specific units for the research sample

Compiles evaluation or research data in a variety of forms for analyses including, but not limited to, tests, surveys, rating scales, and structured interview instruments

Conducts educational research studies related to such matters as curricula, enrollment, retention, staffing patterns, student characteristics, program vitality and evaluation, community characteristics, and student achievement according to established research, program, or project guidelines

Formulates procedures and techniques for statistical software or manual of survey data

Formulates hypothesis to be tested in research designs, and selects, adapts, and applies appropriate research and statistical techniques to specific areas of evaluation or study

Examines research data gathered by other agencies and translates their implications and limitations as they pertain to an educational service or instructional program of the Santa Clara County Office of Education

Assists in training other research personnel in data collection using instruments developed by the program's funding source

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

May direct the work of other staff members with research responsibilities

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and procedures of research planning, design, methodology and analysis

Principles, theories, techniques, and methods of statistics including both descriptive and inferential statistics

Methods for preparing research reports, summaries, and presentations

Management and education functions and procedures related to public schools

Educational services and instructional program measurement and data collection tools and instruments

Basic information systems, methods, and capabilities as they pertain to research techniques

Principles and practices of project management

Proper English, grammar, punctuation, vocabulary, and composition

Skill in:

Using software applications such as database management, spreadsheets, graphics, word processing, and desktop publishing

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

Apply conventional techniques as well as creativity in research methodology

Perform responsible research tasks using critical and independent judgment

Define a problem so that it leads itself to quantitative and qualitative analysis, formulating pertinent and relevant hypotheses, and testing the hypotheses using inferential statistics or other means

Design effective and relevant research designs that control extraneous variables

Effectively determine, acquire, collect, classify, evaluate and analyze valid data of measurable accuracy

Apply statistical and non-statistical theories and methods, recognizing significant factors, relationships, and trends

Effectively communicate in both oral and written form

Convert technical/statistical information into the most meaningful and understandable formats for both technical and non-technical clients and audiences

Effectively operate standard office and survey scanning equipment including a personal computer, scanner, printer, copier, fax machine and other peripheral equipment

Prepare, reports, summaries, and oral presentations of technical nature

Identify, evaluate, and resolve routine and complex problems

Assist others to identify information needs, secure relevant information, analyze alternatives, and select appropriate procedures

Work independently under minimum supervision

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

May Require Ability to:

Speak, read, and or write in specified foreign language as designated by the County Office of Education.

EDUCATION AND EXPERIENCE

Generally, any combination of education and experience that could provide the required knowledge, skills, and abilities will be considered. 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; and
- A minimum of two years as a Research Analyst, Assistant or two years of progressive, comparable experience involving the collection, interpretation and analysis of research data.

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 assignment, may be required to attend evening meetings, and travel may be required to work evenings or weekends. Occasionally

operates 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

06/12/13
Date