

The **Research Analyst** reports the Director of Research and Evaluation. Under general supervision, performs a variety of complex financial, research, evaluation, and strategic planning data analysis and project coordination. The Research Analyst will conduct high-level analytic and methodological work in the areas of data collection, analysis, and reporting, and provide data and product management for complex district work. Work involves collecting, summarizing, and analyzing a variety of data to support organizational and stakeholder understanding of District efficacy and efficiency. This includes creating and maintaining databases; entering, retrieving and analyzing data, using queries and producing custom reports from databases; the development and administering of survey instruments, forms, and questionnaires; preparing program reports and data for multiple audiences and creating District-level presentations. Employee must be able to work independently, have strong organizational/project management skills, and collaborate well with others.

### **Competencies of the Research Analyst**

- Knowledge of relational databases and experience manipulating large relational databases; proficient in the integrated use of Excel and Structured Query Language (SQL).
- Proficiency with programming in statistical software (e.g. SPSS, SAS, R) and other query or data management languages, such as JAVA or SQL, or VB macros in Excel, ACCESS or App Scripts in Google Sheets
- Exceptional written and verbal communications skills.
- Aptitude for gathering, analyzing, and synthesizing complex data sets.
- Knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting
- Strong project management, organizational, and time management skills.
- Knowledge of relevant federal, state, and local laws, as pertain to public education
- Proficiency with various data systems technologies used for analysis, reporting, and data collection (i.e. Microsoft products, Business/Human Resource/Student Information Systems, data warehousing, business intelligence applications, OneDrive/Google Drive, Visio and Survey Monkey).

### **Essential Duties**

- Collect and analyze data to answer key evaluation/learning questions; Conduct analysis and interpretation of evaluation results and prepare written reports/presentations and appropriate graphic visualizations/representations;
- Develop and administer various surveys to address district needs and initiatives
- Work collaboratively with departments to provide data, align data submissions, maintenance, and reporting needs; Manage large scale data sets to ensure comprehensive data quality and develop new applications or reports to improve internal use and external support; Troubleshoot problems concerning database records and communicate with coworkers and end users of the system; Responsible for data validation and ensuring data quality in regards to reporting and systems.
- Assist with the development and implementation of data dashboards, development of business rules for metric calculations/KPIs, and other knowledge management processes and tools to

promote organizational learning; provide on-going customer service, technical assistance, and presentations to stakeholders and users of accountability and finance data.

- Provide guidance and technical expertise on research and evaluation; Support capacity building in measurement, data management, evaluation, and provide technical assistance.
- Perform literature searches and research various topics relevant to District initiatives that aid program staff in identifying/assessing the quality of interventions and evidence-based practices.
- Support the development of strategic planning measurement systems that address critical questions and drive quality improvement; Assist with the development, implementation, administration, and reporting of key metrics/dashboards for departments and sites through digital interfaces.
- Work with district and school teams to coordinate and/or lead research or analytic projects and committees.

**Minimum Qualifications**

- An advanced degree in social sciences, education, public policy, business or a related field, as well as a minimum of three years of direct experience in research, strategic planning, or evaluation design and implementation; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

- AZ Fingerprint Clearance Card