

## Job Description

**Title:** Research Associate Assessment-and Program Evaluation

**Reports to:** Executive Director of [Assessment, Research and Evaluation](#)

**General Summary:** This position has major responsibility for the assessment program, for program evaluations (both quantitative and qualitative), and for planning.

### Essential Functions:

#### Testing (50%)

1. Manage district ELO assessment development and collaboratively manage Demonstration of Proficiency assessment development.
2. Research and development for standards-based assessment and professional development associated with assessment.
3. Assist with and conduct empirical standard-setting projects and reliability & validity studies of assessments.
4. Collaborate with department and divisions staff to facilitate assessment literacy and use of data to improve instruction
5. Manage district writing assessment

#### Program Evaluation (40%)

1. Collaborate with district staff to plan methodology for district identified program evaluations.
2. Collaborate with department staff to collect needed data
3. Conduct quantitative between-group studies for determining program impact
4. Carry out correlational and qualitative studies for descriptive purposes
5. Draft evaluations for district identified programs

#### Other (10%)

1. Collaborate with district staff for valid and reliable use of data.
2. Collaborate with district staff for valid and reliable use of data.
3. Participates in meetings and trainings as requested, reacts to change productively, and performs other duties as assigned.
4. Use technology skills necessary to support Department efforts.

**Length of Contract:** 12 months

**Salary:** Professional/Technical Salary Schedule

### Qualifications:

1. Education Level: Masters Degree in either Program Evaluation, Education, Assessment or related field required; doctorate preferred
2. Certification or Licensure: None
3. Experience desired: Familiarity with quantitative and qualitative research and evaluation methods. Writing and speaking skills and ability to perform literature searches (e.g. ERIC). Computer skills, including but not limited to word processing, statistics, spreadsheet software, graphics, databases, and data visualization.
4. Other requirements: Must be capable of presenting oneself in a professional manner to those in the school district's central office and in visits to individual schools.

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....		X	
2. Walking .....			X
3. Sitting .....		X	
4. Lifting <u>25</u> lb max.....	X		
5. Carrying <u>50</u> feet.....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing.....	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public Schools

Date: March 1999  
Revised: December 20, 2004  
Revised: February 3, 2014