CLASS TITLE: EDUCATIONAL RESEARCHER

BASIC FUNCTION:
Under the general guidance of the Associate Superintendent, collect and analyze state, county, and local student and school related data using appropriate statistical software and techniques to assist the Ventura County Office of Education, district, school, governmental, and community leaders to better understand student characteristics and progress towards meeting district, state, or federally established student performance outcomes.

REPRESENTATIVE DUTIES:
Provide highly professional consultation to Ventura County Office of Education, district administrators, specialists, faculty and parents to assist in planning, implementing, and evaluating programs and services; 

Identify and locate, through consultation or online/library research, appropriate data sources to meet required informational needs. Provide instruction to school/district staff on how to access requisite data and steps necessary to ensure data is complete, accurate, and in a useable format; 

Work with a variety of state, county, and local data sources and data files using appropriate statistical or other software; check data for accuracy; interface with appropriate state, county, district, or school data source to correct any data errors; 

Determine necessary mathematical or statistical techniques required to meet informational needs of requesting agencies or individuals; complete required analyses; determine and develop best means to communicate complex findings to target audiences with varying levels of understanding of statistical techniques; 

Design and implement effective strategies for thorough and effective evaluations of grant-funded projects; develop methods to collect necessary data to assure the delivery of prescribed services and determine progress towards specified program objectives and goals, including development of data collection forms, surveys, interview and/or observation protocols to obtain requisite data; review and clean data for analysis; perform analyses to determine progress towards specified program objectives and goals; communicate findings to meet requirements of funding agency; 

Prepare written evaluation reports that provide a comprehensive and understandable summary of progress towards implementation goals, program strengths and weaknesses, and progress towards outcome goals, as well as outline potential strategies to effectively address identified areas of need; 

Provide comprehensive professional survey services for local schools and programs: Includes survey development (with background research to ensure reliability and validity of developed surveys), construction and set-up of survey for online and/or paper administration of survey, monitoring survey progress and promoting survey completion among the target population, scanning of paper-based
surveys, analysis of data using appropriate statistical software, compilation of results for presentation to stake holders; 

Work with VCOE Communications Manager to provide guidance on appropriate means to share data with general public, including development of press releases; 

Visit sites to observe, train and provide follow-up support and technical assistance to faculty, administrators, and coordinators for the proper implementation, assessment, evaluation, and modification of programs, resources, and services; 

Attend statewide meetings related to assessment and/or evaluation policies; 

Organize and coordinate department work flow to assure proper and timely completion of projects/tasks; 

Assist in the formulation of responses to assessment-related legislation; and 

Manage content on Department website. 

**MINIMUM QUALIFICATIONS:**
Master’s (minimally) or doctorate (preferred) in statistics, educational measurement, educational psychology, experimental psychology, or other specialty that provides a solid foundation in research/program evaluation design and advanced statistical methods; 
Minimum five years of experience in research/evaluation design including development and implementation evaluation protocols applied in naturalistic settings, with a history of work in K-12 settings; 
Experience required in complex data analysis (quantitative and qualitative, including linear regression analysis, general linear models, nonparametric tests, factor analysis, and a variety of qualitative methods), survey development and implementation; 
Experience in grant writing, report writing and presentation of data analysis/evaluation findings to both professional and lay personnel; 
Understanding of statistical techniques used to analyze complex data from a variety of sources; 
Advanced skills using statistical software, including SPSS and/or R; 
Advanced skills using Excel, database software, Word and Internet; 
Ability to use professional libraries and online resources to conduct background research; 
History of well developed, consistently applied interpersonal skills; and 
Proven ability to effectively manage all phases of program evaluation projects without direct supervision. 

**LICENSES AND OTHER REQUIREMENTS:**
Valid California driver’s license; and 
Tobacco-free status for at least the last year (required due to the position’s extensive involvement with anti-tobacco programs).
WORKING CONDITIONS:
ENVIRONMENT:
Inside and outside environmental conditions and visits to classrooms and program sites;
Subject to driving to County sites to conduct work;
May be required to use personal vehicle in the course of employment; and
May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.

PHYSICAL ABILITIES:
Walking, speaking, and hearing to exchange and present information,
Seeing to audit documents,
Dexterity of hands and fingers to operate a computer keyboard and to drive, and
Light lifting of boxes of materials.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.