

X.A.5.a.i Explanation of Responsibilities

Department	Name	Position Type	Previous Job Title	Others Considered for the Position	Credentials	Explanation of Responsibilities	Job Description
Assessment & Evaluation	Moreno, Brian Michael	Research Project Manager	Program Coordinator	Competative recruitment process. All documents located in HR.	Bachelor of Arts History Master of Arts Educational Admin	Uses skills as a professional with a full understanding of analytical practices, policies and procedures in providing project management, analysis and reporting for multiple related projects.	√

TUCSON UNIFIED SCHOOL DISTRICT

RESEARCH PROJECT MANAGER, SENIOR

UNIT: ELI Administrators, Psychologists, Project Research Managers

FLSA: Exempt

SUMMARY

Under the guidance of the Senior Director of Assessment and Evaluation, the Senior Research Project Manager uses skills as a professional with a full understanding of analytical practices, policies and procedures in providing project management, analysis and reporting for multiple related projects. Designs and initiates research and evaluation projects. Conducts evaluation of instructional programs and research of educational issues important to TUSD. Leads team of Research Project Managers and assists in supervision of team with Senior Director.

MINIMUM REQUIREMENTS

Masters Degree or higher in Evaluation, Social Science, or related research field.

Five (5) years of experience in an educational or social science program evaluation and/or research, including experience in quantitative and/or qualitative research, analysis, statistical methods, and computer applications.

Three (3) years of increasingly responsible research and management experience in TUSD.

Ability to identify and initiate a research and/or evaluative project that meets a district or departmental need and improves educational services and/or student learning.

Ability to use relational databases and structured query language.

Ability to use advanced statistical techniques, such as multivariate analysis, causal modeling, or item response theory. Ability to use statistical and web applications, such as Excel, SPSS, R, ASP.net, JavaScript, C#, Python, etc.

Ability to work with diverse constituents, including administrators, site staff, and parents.

Ability to communicate research findings to diverse audiences in the form of written reports, oral presentations, and the web

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Identifies, initiates, and/or recommends research and evaluation projects that address a district or departmental need.

Identifies business processes and data needs, designs, creates, modifies and maintains databases, and presents the information to a wide range of audiences.

Collaborates with site administrators and staff, program coordinators, and district personnel on the administration of tests and other measurements of the learning potential and achievement of students. Tasks include establishing findings and recommendations for establishing and maintaining academic and grading standards.

Supports the Senior Director of Assessment & Evaluation in updating school administrators on the latest federal and state educational standards and requirements. Develops and implements appropriate research and evaluation projects to determine instructional program effectiveness and assess alternatives. Tasks include evaluation instruments design, data collection, analysis, and report preparation.

Fulfills internally and externally generated requests for research, statistical analyses, and reports utilizing departmental software.

Prepares and disseminates research findings and recommendations to the TUSD Governing Board, administrators, teachers, staff, parents and/or local, state, and federal agencies. Collaborates with Superintendent's Leadership Team and program administrators to facilitate the use of research findings and recommendations in strategic analysis of immediate and long-range planning and decision-making.

Collaborates with site administrators and staff, program coordinators, and district personnel on determining site and district educational and instructional needs.

Plans, initiates, and maintains computerized databases utilizing appropriate software.

Manages research and evaluation activities for externally funded grant projects to ensure compliance. Implements and coordinates testing and other assessments for the district.

Attends and makes presentations at professional meetings.

Facilitates the import/export of student information into other database applications.

Works closely with users to determine their precise needs in developing and/or modifying systems/programs/databases to meet those needs.

Selects appropriate evaluation instruments having acceptable validity and reliability. Assists with and coordinates project personnel, as needed.

Acts as a key member of the hiring committee and process. Acts as liaison to community-based research entities.

Collaborates with the Senior Director and legal department on Governing Board policies and regulations.

Acts as area supervisor in the Senior Director's absence or as deemed necessary by the Senior Director, assuming Administrative roles, including supervising department staff, conducting meetings for the proper functioning of A&E's programs/data requests/testing requirements, communicating regularly with district staff, and collaborating in leadership initiatives.

Adhere to all court orders, state and federal laws, and District policies and regulations.

Perform other duties as assigned.

MENTAL TASKS

Communicates. Evaluates written materials. Performs functions from oral and written instruction.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as computer, telephone, copier, and printer.

WORKING CONDITIONS

Indoor. Office environment. Contact with students, employees and the public. Exposure to noise.

CONTROL, SUPERVISION

May be assigned to supervise assigned staff and participate in interviews in the Senior Director's absence or as needed.