KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 2008
RANGE: 50.0
CLASSIFIED
CODE: NONE

RESEARCH ASSOCIATE – CHILD DEVELOPMENT AND FAMILY SERVICES

DEFINITION
Under general direction, the Research Associate – Child Development and Family Services is responsible for planning and executing a broad range of assignments in support of the planning, organization, and evaluation conditions for the office of the Kern County Superintendent of Schools and the Division of Child Development and Family Services.

EXAMPLES OF DUTIES
Under general direction, the Research Associate - Child Development and Family Services plan and execute analyses that will monitor population growth and change the health and well-being of children and a variety of other data;

plan and execute demographic analyses of population growth factors such as child abuse, ethnic and cultural diversity, health conditions, poverty, and child care in Kern County;

prepare a broad range of reports and publications on the conditions of education and children in Kern County;

participate in grant-writing activities, including research data and outcomes development;

assist in the development of research agendas and public policy focus areas for key stakeholders;

prepare a variety of reports and data information for community organizations and key stakeholders;

assist other divisions within the Kern County Superintendent of Schools Office with research needs as feasible;

develop and/or maintain information databases as needed and provide analyses of data for administration and key stakeholders;

and assist with Geographic Information Systems (GIS) services.

QUALIFICATIONS
Knowledge of:
Policies and practices of California pre-K-12 public education;

understanding of social service delivery systems in Kern County;

educational and social service measurement models, test design, evaluation research methodology, and statistical properties of selected populations;

social science research, sampling methodology, and statistical techniques involved in collecting and analyzing data;

excellent organizational skills are highly desirable;

working knowledge of Microsoft or WordPerfect word processing, Microsoft Excel or Lotus, and communications software is required;

Ability to:
Work with a variety of schools, community based organizations and other community partners in the development and collection of program outcomes data;

develop and execute research and project plans;

apply statistical methods to quantitative research problems;

access information in databases and research datasets;

access external information sources via Internet;

work with internal staff to complete specific research tasks;

work with external agencies to plan research and other information gathering activities;

prepare and present electronic and paper presentations;

coordinate preparation of or directly prepare written reports.

Experience:
Experience with basic database and information systems, such as the California Basic Educational Data System (CBEDS), the California Language Census Survey, student testing data, as well as U.S. Census data;

experience with geographic mapping information systems, such as ArcView, Arc.View, Arc/Info;

demonstrated experience in data analysis, data interpretation and report writing;

experience developing and using projection models;

experience with graphing, graphics, or presentation packages is a plus;

experience with computer applications for statistical analysis (e.g., SPSSX, SAS) and database management (e.g., FoxPro, DB III or IV, Oracle, Microsoft Access) is required;

experience working with large databases is highly desirable;

experience with mapping tools such as ArcView or Arc/Info highly desirable.

Three (3) years of progressively responsible experience in a related area of research involving research, program policy development, planning, and coordinating a variety of activities related to the position.

Education:
A graduate degree is preferred;

BA, BS or related degree in behavioral health, statistics, social services, public administration or related field is required.

Conditions of employment:
Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs
12/10/15
G:\Research Associate – Child Dev and Family Services.doc