

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 1996
RANGE: 50.0
CLASSIFIED
CODE: NONE

RESEARCH ASSOCIATE

DEFINITION

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

EXAMPLES OF DUTIES

Under general direction, the Research Associate will plan and execute analyses that will monitor population growth and change and student enrollment in Kern County, including study of K-12 enrollment trends, enrollment projections, studies of at-risk youth, education outcomes and college-going rates;

plan and execute demographic analyses of population growth factors such as 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;

assist other divisions within the Kern County Superintendent of Schools Office, such as FCMAT (Fiscal Crisis Management and Assistance Team), Business Services, Instructional Services, and the Communications Department in the specification, acquisition, use of, and interpretation of data and information;

develop and/or maintain information databases, including U.S. Census data, the Public Law 94.171 U.S. Census Redistricting File, CBEDS (California Basic Educational Data System), Language Census Survey data, and the AFDC (Aid to Families with Dependent Children) database;

develop map- and geography-based studies.

QUALIFICATIONS

Knowledge of:

Policies and practices of California K-12 public education;

K-12 public school organization, procedures, and practices;

educational 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;

enrollment projections methodologies;

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:

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 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 program policy development, planning, and coordinating a variety of activities related to the position.

Education:

A graduate degree is required;

possession of a doctorate or equivalent combination of education and experience is desirable.

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

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