

## COORDINATOR OF POLICY RESEARCH AND DEVELOPMENT

### DEFINITION

Coordinates the analysis of research and policy development regarding student achievement and school and District performance on State and local accountability measures and provides support, guidance, and training around these subject areas.

### TYPICAL DUTIES

Analyzes and reviews data regarding student achievement and school and District performance on State accountability metrics, and makes recommendations regarding these subjects to directors and administrators.

Conducts ad hoc analyses and prepares reports to meet the needs of the District.

Collects and provides analysis of data regarding lowest performing schools and student groups.

Analyzes, on a school by school and District-level basis, data regarding State and federal reporting requirements and provides metric support.

Represents the Office of Data and Accountability in meetings with District administrators, school community representatives, and officials of other governmental agencies.

Prepares responses to correspondence involving the interpretation or explanation of Board policies or programs that involve student data.

Provides information and training regarding compliance with federal education law requirements and develops presentations for stakeholder; presents updates and guidance around State and federal accountability systems, and provides a broad range of support around the associated data.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Coordinator of Policy Research and Development functions as a staff resource for the Office of Data and Accountability by developing and assisting in the implementation of District policy regarding student achievement and school performance measures.

A Program and Policy Development Advisor, Budget serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal matters.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to the analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

### SUPERVISION

General direction is received from a higher level administrator. General supervision is exercised over lower-level technical and/or clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Research design and methodology regarding student achievement, school performance, and measurement of federal, State, and local accountability indicators
- Statistical methods and graphic presentation
- Database software programs and data extraction techniques
- Organization and functions of the District administration
- City, County, State, and federal laws, regulations, and policies regarding student data privacy and protections
- Electronic data processing concepts and practices, data management techniques and their application to the development and maintenance of management information systems
- Principles of public relations
- Principles of supervision

### Ability to:

- Plan and direct activities and operations
- Run data system queries, extract data, sort, update, and merge data files from a variety of sources
- Quickly pull, summarize, and validate data in response to urgent requests
- Create reports and produce spreadsheets, pivot tables, graphs and customized data files
- Work effectively and elicit cooperation from senior management, employees, community members, and representatives of other agencies
- Communicate effectively both orally and in writing
- Conduct meetings utilizing consensus building techniques and make effective presentations
- Make, support, and explain recommendations
- Organize resources to meet goals and deadlines

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. A master's degree in education, public policy, statistics, research methods, data science, data analytics or a related field is preferable.

### Experience:

Four years of professional experience above the entry level in administrative analysis, data systems analysis, educational research, and report writing.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of private transportation, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
03-02-23  
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