

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

**Professional Expert Description
Senior Specialist, Research**

THE POSITION:

Under the direction of the Deputy Executive Director for the CCEE, the position of Senior Specialist, Research for the CCEE provides research and program evaluation support for various initiatives managed by the CCEE. The Senior Specialist, Research leads various aspects of research, including developing data collection instruments; collecting, cleaning, and managing large data sets, conducting complex analyses, preparing reports and presentations based on results, and making recommendations across a variety of internal and external projects. In addition, the Senior Specialist, Research schedules, coordinates, and manages on-site research activities; establishes and maintains positive relationships with external partners and stakeholders; and trains other personnel as appropriate.

DISTINGUISHING CHARACTERISTICS:

The position of Senior Specialist, Research distinguishes itself from Specialist Research by the higher level of independence, more complex analysis required, and leadership over data analysis projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Senior Specialist job and Specialist job family, and:

- Develops and refines data collection instruments such as survey questionnaires, focus group/interview protocols, and other data collection protocols to ensure effective and efficient data collection to support agency initiatives and projects
- Designs and leads data collection, analysis, and reporting activities to support research and evaluation initiatives
- Develops complex coding schemes for qualitative data such as interview, observation, and survey comments; uses qualitative analysis software; conducts various qualitative data analysis methods (e.g., content analysis, thematic analysis)
- Leads management of large data sets; summarizes descriptive data; leads or contributes to statistical analysis using advanced statistical methods

- Develops, implements, and monitors evaluation plans addressing logic models, questions, and overall design and methodology
- Develops content for projects, reports, and services that reflect CCEE's professional standards in appearance, content quality, and analytical rigor; provide colleagues with support, training, and guidance to meet such standards
- Conducts literature review as well as online research to support agency projects
- Schedules, coordinates, and manages on-site research activities such as site visits, interviews, focus groups, and survey administration for the purpose of gathering data about various agency initiatives and specific projects
- Leads collaborations with Local Educational Agency (LEA) team members and external partners in data collection, analysis, and reporting
- Establishes and maintains relationships with LEAs, state agency representatives, statewide associations, and other external partners
- Facilitates meetings and presents research findings both internally and externally
- Trains and evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Master's degree in Education, Public Policy, or a related area from an accredited college/university is required.

EXPERIENCE:

At least five years of professional experience in education research or a related field.

KNOWLEDGE OF:

- Quantitative and qualitative methodologies to analyze and summarize complex education-related data
- Statistical software such as SPSS, Stata, or R.
- Local Control Funding Formula (LCFF) policy, Local Control and Accountability Plan (LCAP) document and processes, especially as they relate to program services at the district level
- Research-based strategies for teaching and learning
- Project and change management strategies and application
- Basic budgetary practices
- Principles of supervision.

SKILLS AND ABILITY TO:

RESEARCH

- Conduct literature reviews and online research
- Coordinate and design research and evaluation projects
- Design and implement data collection instruments
- Coordinate, schedule, and manage a number of data collection activities
- Perform qualitative and quantitative statistical analyses
- Prepare, write, and present reports of project findings to a variety of audiences with clarity and brevity.

PROJECT MANAGEMENT

- Effectively plan, develop, administer, implement, and evaluate programs related to assignment
- Manage multiple projects, including establishing and meeting competing project deadlines
- Analyze issues, create plans of actions, and reach appropriate and effective solutions
- Conduct basic budgetary practices for projects
- Create and maintain project documentation for internal and external purposes.

STAKEHOLDER SUPPORT

- Communicate effectively with supervisor, colleagues, and external stakeholders
- Establish and maintain effective working relationships with staff, school district and county officer personnel, and other agency personnel
- Establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel; perform overtime as needed and perform job safely.

OTHER

- Perform professional level tasks with a need to frequently upgrade skills
- Communicate effectively, both orally and in writing
- Work independently with little direction
- Work evenings and weekends as needed and perform job safely
- Meet the travel requirements of the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations
 - a generally hazard-free environment
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands.

CERTIFICATES/CREDENTIALS/LICENSES:

- Valid California driver's license required