

Coordinator III – Research

Position Details

Job Code: U7402

Reference Code: A463

Division/Unit: Assessment, Accountability, Research, and School Improvement

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible staff administrator for the development and implementation of the Clark County School District's research initiatives. The individual selected for this position will be directly responsible to the Director, Accountability and Research in the Assessment, Accountability, Research, and School Improvement (AARSI) Division, Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides leadership in the development and implementation of research and development initiatives to promote educational innovation and improvement.
2. Advises policymakers and research staff about research methods, data collection strategies, study design, data analysis, and sampling.
3. Coordinates research, program evaluation, data analysis, and the planning of concept designs, as requested, and maintains a current knowledge of ongoing educational trends and prevalent management issues.
4. Organizes, coordinates, and streamlines data collection among departments and divisions.

5. Coordinates the process of program and policy evaluations including developing targeted research designs, research questions, data collection, data analysis, synthesis of outcomes, and written reports.
 6. Serves as a liaison between the Research Department, other divisions, and external institutions regarding program evaluation and cooperative, institutional, and policy research.
 7. Communicates goals, objectives, and rationales for research and development policies and procedures.
 8. Reviews current literature and existing and pending legislation related to education and maintains a current knowledge of applicable provisions of federal, state, and local laws, rules, and regulations.
 9. Conforms to the regulations and policies set forth through the Federal Educational Rights and Privacy Act (FERPA).
 10. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of K-12 educational issues, mandates, and trends that affect student achievement, teacher effectiveness, and school management.
 2. Thorough knowledge of current research issues related to K-12 education.
 3. Ability to direct research programs and evaluation activities.
 4. Excellent problem solving skills, a clear and logical thought process for analysis.
 5. Excellent analytical skills; experience gathering, analyzing, and interpreting data.
 6. Demonstrated interest and/or experience in education and public policy.
 7. Ability to lead presentations for large and small audiences with ease to include explaining technical/statistical information to non-technical audiences.
 8. High level of self-confidence, initiative, self-direction, and motivation.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Demonstrated experience conducting research and evaluation projects (including design, data collection, analyses, report writing, and presentation delivery).
3. Training in and practical application of inferential statistics (i.e., multiple regression, analysis of variance, and analysis of covariance).
4. Experience with the usage of statistical software [i.e., R, Statistical Package for the Social Sciences (SPSS), etc.].
5. Training in research methodologies.
6. Demonstrated ability to work with and manage large datasets.

Preferred Qualifications

1. Master's degree from an accredited college or university in a field related to the position.
2. Training in advanced statistical procedures (i.e., structural equation modeling, hierarchical linear modeling, and methods associated with educational data mining and learning analytics).
3. Experience using structured query language (SQL) to export and transform data.
4. Experience working on research and evaluation projects in education.
5. Experience serving as a team lead for projects including the responsibility of establishing work priorities, coordinating and maintaining records management procedures, and conducting quality assurance for at least 18 months.
6. Experience communicating research and analyses to non-researchers/analysts.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/03/22
- Created: 10/02/08