



JOB DESCRIPTION
Senior Research Associate

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: 133
DEPARTMENT: Data & Information Group	WORK DAYS: Annual
REPORTS TO: Director (Research and Evaluation)	FLSA STATUS: Exempt
CLASSIFICATION: At-Will	DATE: 3/30/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Senior Research Associate is critical to the mission of the Division and the overall strategic direction of the district. Responsible for designing and developing data views and dashboards that will inform strategic direction at the school and District levels. Also responsible for District survey work, leading the District's Balance Scorecard (KPIs), evaluating key academic interventions, collaborating with external research partners, and providing data to partner organizations.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's degree in a related field required.

CERTIFICATION/LICENSE:

- N/A

WORK EXPERIENCE:

- 3 years of successful experience in data analysis and production for use in a K-12 setting or similar environment.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication skills both written and verbal.
- Knowledgeable of quantitative methods, statistical methodologies and data visualization.
- Experience developing and maintaining key performance indicators.
- Deep, applied knowledge of data systems and statistical software common to the educational setting (e.g., student information STATA, SAS, SPSS, R, etc.).
- Strong project management skills.



- Experience executing large, district-level initiatives that systems, student assessment data, teacher evaluation data, etc.
- Ability to handle multiple concurrent activities, work under pressure, and prioritize work effectively to meet deadlines.
- Ability to be flexible and adapt as needed between in-person environments.

ESSENTIAL DUTIES

- Performs evaluations of key district initiatives and academic interventions.
- Leads District survey work, including the Central Office stakeholder satisfaction survey and serving as a survey design expert for other departments.
- Manages the District's Balanced Scorecard (KPI system), meets with stakeholders to select measurable and improvement-oriented metrics and goals, records and advises on strategies for achieving goals, and manages the tracking and reporting of indicators.
- Leads the research proposal process, including making and managing proposals, granting approvals, and serving as the research liaison for district data.
- Collaborates with District research partners and provides data to other external partners.
- Supervises the Research Assistant position.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:



Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.