long
beach
unified
school
district

ADMINISTRATOR, RESEARCH INFORMATION SYSTEMS

JOB SUMMARY

Under administrative direction, plan, organize, control and administer the use of technology products and information systems within the Research, Planning and Evaluation and School Improvement department; plan, coordinate and oversee the data collection, analysis and reporting of District, State and federal assessment programs and administrative research and evaluation studies; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, administer and oversee departmental information systems; develop and support operational guidelines and procedures for departmental information systems. *E*
- Research, participate in the development of specifications, and recommend purchase of new systems and technologies. *E*
- Serve as a resource regarding information systems hardware, software, and networking infrastructure; develop, coordinate and implement integrated information systems with other departments including School Support Services, Human Resource Services, Business Services and Curriculum, Instruction and Professional Development. *E*
- Plan and oversee staff development and training regarding operational procedures, information systems, technology and communications systems. *E*
- Plan, organize and recommend departmental operational guidelines and procedures related to data collection, interpretation, reporting and information systems. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Oversee the collection of data and the compilation, analysis and interpretation of District, State and federal assessment programs, administrative research and evaluation studies. *E*
- Design or oversee the design of systems for the management, storage, and retrieval of research, survey and District, State and federal assessment data; assure compliance with applicable laws, codes, rules and regulations. *E*

- Design reports for assessment systems and surveys, both required and requested by District, State and federal personnel. *E*
- Direct the compilation of data for a variety of student and personnel related reports and surveys for District, State, and federal reporting. *E*
- Consult with and advise District staff, administration and school personnel regarding data analyses and interpretation, information systems, goals, objectives, and performance standards related to educational research and related technologies. *E*
- Oversee application of appropriate statistical tests and procedures for studies conducted by staff. *E*
- Evaluate research proposals for their feasibility and value of results; respond to and resolve difficult and sensitive inquiries regarding research and evaluation projects. *E*
- Research technology and District educational program funding sources; provide information to assist in the development and submission of grant applications. *E*
- Advise and make recommendations pertaining to the resolution of information and technology issues and concerns; troubleshoot operating issues and implement system improvements. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepare informational abstracts pertaining to new and emerging information systems. *E*
- Develop and prepare preliminary budgets for assigned functions; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technology trends; make presentations regarding departmental objectives, plans and achievements. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Administrator, Research Information Systems oversees the planning, development and coordination of educational research information systems and services including the design and maintenance of software applications. An incumbent supervises staff involved in the conduct and review of research and evaluation studies. An incumbent also participates in long-range departmental planning of goals and objectives and devising measurements of achievement and effectiveness. An incumbent has ongoing working relationships with District administrators to develop and implement integrated information systems and educational research assessment tools.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices, methods, strategies, trends and procedures used in the assessment and evaluation of educational research and related information systems.
Technical aspects of student assessment including psychometric issues associated with norm and criterion referenced tests, data clean up and answer sheet design.
Application development systems and data and database management systems.
Mainframe and distributed computer system products and architectures.
Local and Wide Area Networks, Intranet and Internet technologies and products.
General principles and techniques of information systems and network design.
Computer programming languages such as .net, C#, Visual Basic, java script.
Software such as Excel, Access, SQL, and SSRS.
Descriptive and inferential statistics.
Principles of administration, supervision and training.
Strategic planning and project management techniques.
Public speaking techniques.
Operation of a computer and assigned software.
Applicable laws, codes, rules and regulations.
Budget preparation and control.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

Ability to:

Plan, administer and oversee educational research information systems.
Design or oversee the design of systems for the management, storage, and retrieval of data.
Analyze and assess operational systems and processes and make recommendations to enhance program function and activities.
Oversee the analysis of research and evaluation studies and surveys.
Design and prepare assessment and evaluation reports of quantitative data.
Develop and conduct training programs for technology products used within the department.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned personnel.
Assure compliance with applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Develop and prepare preliminary budgets.
Monitor and control expenditures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Maintain current knowledge of technological advances in the field.
Plan and organize work.

Operate a computer and assigned software.

Education and Training:

Bachelor's degree in computer science, business administration, research, education or a closely related field including course work in statistics, research methodology or psychological testing.

Microsoft Certification in SQL is highly desirable.

Experience:

Five years of management experience in the research design and analysis of administrative and evaluation studies, utilizing information systems in an educational environment.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of twelve months (12) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/26/2000
Revised: 3/30/2017