



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Research and Evaluation Coordinator**  
 Job Family: **Professional**  
 Prepared/Revised Date: **July 5, 2023**

FLSA Status: **Exempt**  
 Pay Range: **T**  
 Job Code: **32433**

**SUMMARY:** Responsible for supporting the priorities identified in the district’s strategic plan. Working in partnership with the Chief Institutional Effectiveness Officer, this position provides analysis of system outcomes and processes to support data-informed leadership efforts of PreK-12 leadership, school-based teams of educators, and community partners. Supporting the professional inquiry process includes (a) collecting, visualizing, and analyzing data; b) conduct research that better helps define a problem or opportunity; (c) identifying potential solutions or opportunities for improvement; and (d) guiding PSD staff in actionable uses of research and innovation insights. The Research and Evaluation Coordinator will write actionable research/evaluation reports and provide informative presentations to a wide variety of leadership and community audiences. The ability to select, run, and interpret appropriate statistical analyses, including inference tests, and provide graphic displays of relevant relationships within complex data sets is critical to the success of this position. Analyses to be familiar with include Hierarchical Linear Models (HLM), Factor Analysis, ANOVA, MANOVA, MLR, and Cluster Analysis in the evaluation of PreK-12 outcome data and system processes information. Approach all duties and responsibilities with an unrelenting commitment to continuous improvement of the student and family experience within PSD. Help ensure equity and inclusion are centered in all leadership conversations and policy/practice decisions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** 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.

<b>Description of Job Tasks</b>
1. Access and synthesize information from student information systems, raw assessment files, surveys, and other sources in development and dissemination of systemwide research/evaluation reports. Select, run, and interpret appropriate statistical analyses. Support PSD stakeholders in use of associated findings/information toward system-improvement efforts (attaining the District Ends). Develop/update/maintain data-visualization tools (e.g., Power BI) related to dissemination of actionable insights attained through research and evaluation efforts. Develop and disseminate “action protocols” that help guide adult practices in alignment with research/evaluation findings to promote system improvements. Review data for logical consistency throughout data analytics and visualization processes.
2. Serve as a technical writing liaison and consultant to school and central office administrators writing research briefs and/or grant proposals, with specific expertise in evaluation sections of these documents.
3. Serve as a technical liaison and consultant to school and central office administrators and other school staff in conducting analyses and interpreting results to facilitate data-informed decision-making.
4. Develop, conduct, and report results for employee, student, family, and community surveys (primarily online surveys using a tool such as Survey Monkey). Reporting results includes oral presentations, short written reports, and development/maintenance of associated data visualization tools to promote broad system access and use.
5. Attend work and arrive in a timely manner.
6. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Masters’ degree with course work in statistics, quantitative analysis, measurement, research methods; or Masters’ degree with the equivalent in relevant work experience
- Experience in education research and evaluation strongly preferred
- Equivalent combination of education and experience acceptable

2407 LaPorte Avenue, Fort Collins, CO 80521 • phone: (970) 490-3488

web: [www.psdschools.org](http://www.psdschools.org)



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Effective communication; collaboration; technical writing; presentation; and facilitation skills.
- Ability to work within team structures to meet deadlines while ensuring accuracy and completeness of projects
- Proficient oral and written communication, interpersonal relations, customer service, public relations, critical thinking, problem-solving, project management, office management, and organizational skills with the ability to prioritize tasks.
- Ability to collect, organize, and analyze large amounts of raw data.
- Proficient use of on-line survey tools (e.g., Survey Monkey) to create, disseminate, and analyze survey results
- Knowledge of computer-assisted data-analysis and data-visualization tools and software (e.g., Power BI, SPSS)
- Advanced experience with Excel functions and statistical software (e.g., SPSS, R, HLM 6, etc.)
- Ability to appropriately select and use data analysis tools and techniques
- Ability to adjust the presentation of research/evaluation results to match the level of understanding of the intended audience so it is informative and actionable
- Knowledge of general educational principles, assessments, and tools
- Knowledge of research design, sampling procedures, descriptive and inferential statistics, and data presentation techniques
- Ability and willingness to learn new software programs that assist in the analysis of performance data
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, Power BI, PowerPoint, Access, Publisher, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds		X		
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Quiet	
Moderate	X
Loud	
Very Loud	