



Position Description

TITLE: Research Specialist	REPORTS: Assistant Director, Research & Evaluation
COMMUNITY: Strategic Initiatives and Operation	CLASSIFICATION: Professional-Technical
FLSA: Non-Exempt	WORK YEAR: 12 Month
ISSUED: August 12, 2024	SALARY: Professional-Technical Salary Schedule

BASIC FUNCTION:

Under the direction of the Assistant Director of Research & Evaluation, the Research Specialist will work collaboratively to develop program evaluation plans, strategic research, and data reports in support of key data and business needs for the Kent School District.

The Research Specialist's primary responsibilities will include conducting thorough literature reviews, supporting qualitative data analysis, and documenting findings for program evaluation and research projects developed through the Kent School District Program Evaluation Annual Plan. To do this work, the Research Specialist will work collaboratively with the Research & Evaluation staff, district administrators, program specialists, and school leaders and staff.

REPRESENTATIVE DUTIES:

E = Essential Functions

- Conduct comprehensive literature reviews to inform project development. **(E)**
- Act as a knowledge hub, continuously updating resources with the latest research in K-12 education. **(E)**
- Monitor educational trends, best practices, and emerging areas of interest. **(E)**
- Support qualitative data analysis on large sets of data, including thematic coding. **(E)**
- Assist in reviewing and editing reports resulting from program evaluations, research projects, and analyses. **(E)**
- Contribute to evidence-based, equity-driven decision-making at Kent School District. **(E)**
- Communicate clearly and collaborate with cross-functional teams. **(E)**
- Communicate effectively and with cultural competence digitally and verbally with members of the Kent School District community. **(E)**

- Attend workshops, conferences, and seminars related to the work; reads current professional publications.
- Performs other related duties consistent with the scope and intent of the position as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in education, psychology, public policy, educational research, or a related field.
- Four (4) years of related work experience may be considered in lieu of Bachelor's degree.
- Oral and written mastery of English including usage, grammar, spelling, punctuation, vocabulary, and composition.

PREFERRED QUALIFICATIONS:

- Experience working in a school district or other educational environment.
- Strong attention to detail and excellent organizational skills.
- Professional experience using design and communications software for designing reports or presentations.
- Proficiency in policy and program analysis.

Allowable Substitutions: Any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work, as determined by the district.

REQUIRED KNOWLEDGE AND ABILITIES:

Must demonstrate the required skills and abilities listed below:

Knowledge of:

- Understanding of key trends and topics in K-12 education research fields and current literature behind those topics at the local, state, and national level.
- Best practices for common research methodologies used in education research, including qualitative and quantitative research methods.
- Root cause analysis and how it may be used to develop a research question or problem statement.
- Current research on the role of equity and inclusion practices in K-12 education, and historical legacies of inequities.

Ability to:

- Leverage a range of information systems to access and synthesize academic literature for reviews relevant to K-12 educational decision-making.
- Synthesize and present research to a non-technical audience.
- Work independently with minimum direction and supervision and can work under pressure.

- Use effective customer service skills to establish and maintain cooperative and effective working relationships with district personnel and community members in the course of performing assigned duties.
- Exhibit cultural competency and sensitivity with the ability to communicate effectively with all cultural groups in the organization.

WORKING CONDITIONS:

Environment:

Requires substantial visual concentration; required to sit for prolonged periods; requires prolonged exposure to visual display terminals; occasionally required to deal with upset individuals; required to meet externally imposed and inflexible deadlines; exposed to frequent interruptions to concentration; may be required to work long hours depending on work cycles.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.