

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 04/28/2023

EDUCATIONAL RESEARCH ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve research and analysis on a variety of subject areas. The responsibilities include the collection of data to aid Chief School Officers, School Business Officials, and/or other School District Administrators in making administrative and/or educational program decisions. The incumbent exercises independent judgment in the application of research principles and techniques to specific studies, requiring the gathering and interpretation of data and the preparation of reports, including recommendations for change or improvement in existing procedures. The work is performed under general supervision of a School District Administrator, with leeway allowed for exercise of independent judgment in carrying out details of the work. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts research, gathers information, and interprets data to provide information to School District Administrators for decisions to be made in administrative and/or instructional matters;

Conducts special project studies at the request of School District Administrators;

Confers with School District Administrators to secure data for project studies;

Conducts needs assessments and facilitates SWOT analysis;

Designs and creates surveys to address specific educational and administrative topics;

Administers surveys to targeted audiences and collects data for analysis;

Moderates focus groups;

Summarizes and presents data and metrics using dashboard, charts, and other tools to aid in the understanding of patterns and trends;

Prepares correspondence and comprehensive reports;

Makes recommendations based on research analysis to School District Administrators;

Assists in the development of long-range school district plans (instructional programs, curriculum, scheduling, facilities use, transportation, finance);

Assists in the presentation and explanation of reports and other research data to Boards of Education, community groups, and other stakeholders;

Ensures that data collected through surveys complies with all Federal, State and Local laws, regulations and policies related to data protection and privacy;

Ensures that survey questions are developed in a manner that respects the diversity of students, parents, faculty, staff, and community members.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern principles and practices of conducting administrative and organizational research; working knowledge of the functions and structure of BOCES and School Districts; working knowledge of current laws and regulations related to student data security and privacy, particularly in the areas related to Education Law 2(d), FERPA, COPPA, CIPA; ability to research and make recommendations for the solution of complex problems in the area of education; ability to acquire and analyze detailed information related to educational practices, school climate, human resources, finance, and facilities utilization or management; ability to develop plans and make recommendations in areas of specific concern related to instruction and/or school administration and management responsibilities; ability to secure and develop cooperative relationships with faculty, staff, administrators, parents, and other community stakeholders; ability to prepare records and reports, ability to present oral and written comments clearly and concisely.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Masters' Degree in Business Administration, Public Administration, Political Science, Economics, Management Information Systems, or a closely related field; **OR**
- (B) Possession of Bachelors' Degree in Business Administration, Public Administration, Political Science, Economics, Management Information Systems, or a closely related field **AND** one (1) year of experience in the research and analysis of administrative methods and procedures.

NOTES:

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.