

JOB DESCRIPTION

POSITION TITLE:	Research, Data and Evaluation Consultant
DEPARTMENT & PROGRAM:	Teaching and Learning Regional Educator Network (REN)
WORK YEAR:	220 days
SALARY PLACEMENT:	Licensed Salary Schedule
SUPERVISED BY:	REN Coordinator
ASSOCIATION:	Licensed
FLSA STATUS:	Exempt

GENERAL DESCRIPTION OF THE POSITION:

The Research, Data and Evaluation Consultant provides technical training and assistance to the Multnomah-Clackamas Regional Educator Network and component districts to create a measurement plan for improvement, essential skills for data collection and analysis, and improvement science principles. The Consultant develops documentation and training materials to assist in the training he/she provides to clients and department staff. The Consultant listens to, provides advice on, and represents clients' interests in developing and maintaining electronic resources such as secure web pages, communication of learning, and regional data database. The Consultant also provides guidance and support on program evaluation components, such as the analysis of data to be used for measuring network performance in a number of areas, such as program implementation and common measures for improvement in network development. The Consultant assists the REN Coordinator, department staff and implementation teams in research and evaluation as well as development of data collection tools and protocols for communication. The consultant works closely with IT staff to research, analyze, extract, and report information.

ESSENTIAL FUNCTIONS:

1. Provides technical information, assistance and training on centering racial equity in collecting data for systems improvement
2. Develop and maintain data collection timelines to ensure timely availability of information for all levels of the RENs Theory of Improvement
3. Researches and is knowledgeable about improvement science data collection principles for systems improvement
4. Researches and collaborates with the REN network, staff and local implementation teams on regional data needs
5. Provides training in the use of software as well as data collection and reporting systems developed by the REN and ESDs
6. Develops documentation, training materials, and tutorials to support PDSA cycles and measures across the REN Theory of Improvement
7. Develops and maintains a system for collecting, analyzing and reporting data to inform network improvement efforts, and development
8. Develops qualitative and quantitative questions, measurement tools, processes and protocols to support effective program implementation, develop recommendations for improvement and document program outcomes
9. Conduct qualitative analysis and generate reports from open-ended survey questions, engagement feedback and focus groups
10. Assists in analyzing and interrogating data for racial bias and creating and publishing reports for data-based decision making
11. Maintains confidentiality and integrity of data in accordance with Oregon, Component District and ESD policies and procedures
12. Conducts qualitative and quantitative data collection and analysis activities
13. Responds to requests for data or information from other offices or EAC personnel
14. Provides assistance to the network in planning, designing and conducting program evaluation
15. Access to transportation for travel across all districts in Multnomah and Clackamas counties

The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.

ADDITIONAL FUNCTIONS:

1. Work effectively with and respond to people from diverse cultures and backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Confer regularly with other ESD staff, ESD districts, and immediate supervisor.
5. Follow all district policies, work procedures and reasonable requests by proper authority.
6. Maintain the integrity of confidential information relating to students, families, colleagues or District patrons.
7. Maintains professional and technical knowledge by participating in professional development activities

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in education, management information systems, or equivalent experience
2. Recent successful experience in providing support in program evaluation and grant and contract development and management
3. Utilizes a racial equity lens for interrogating and analyzing data
4. Knowledge of improvement science principles
5. Knowledge of and experience with the processes and tools of continuous improvement.
6. Computer proficiency in MS Office, Google suite, database use, advanced spreadsheet applications including formula development for charting data, pivot tables, learning management systems and a variety of presentation software
7. Demonstrated knowledge of adult learners, and the ability to train, coach and assist adults in a helpful, facilitating manner
8. Working knowledge of databases and data systems
9. Ability to participate productively on a team of stakeholders who hold a variety of positions and perspectives and to respect the differing opinions those perspectives may foster
10. Ability to learn and stay current with Oregon's assessment standards, principles of continuous improvement learning and self-assessment reporting
11. Ability to perform job responsibilities in a fast-paced, collaborative work environment, respond to shifting priorities, take initiative, communicate effectively, and meet deadlines.
12. Strong facilitation and coaching skills.
13. Strong analytical and data skills, creative problem solving and high level of organization
14. Commitment to using different data sources and measures to evaluate improvement strategies.
15. Excellent written and oral communication skills, including experience developing and giving presentations.
16. Access to transportation for travel across all districts in Multnomah and Clackamas counties

WORKING CONDITIONS:

1. Travel required delivering services in multiple sites during day and week throughout the areas served by program
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations
3. Travel modes can include the use of public transportation
4. Some evenings and weekends may be required for program events

EQUIPMENT USED:

1. Personal Vehicles

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

- Sedentary work.** Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally and other sedentary criteria are met.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)						
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.						
01-30 lbs	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
26-50 lbs	Never	<input checked="" type="checkbox"/> Rare	Occasionally	Frequently	Continuously	
> 50 lbs	<input checked="" type="checkbox"/> Never	Rare	Occasionally	Frequently	Continuously	

Employee may need to: (X = REQUIRED)						
Bend	Never	Rare	Occasionally	<input checked="" type="checkbox"/> Frequently	Continuously	
Climb	<input checked="" type="checkbox"/> Never	Rare	Occasionally	Frequently	Continuously	
Crawl	<input checked="" type="checkbox"/> Never	Rare	Occasionally	Frequently	Continuously	
Drive	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Kneel	Never	<input checked="" type="checkbox"/> Rare	Occasionally	Frequently	Continuously	
Reach (above shoulder)	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Reach (forward)	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Sit	Never	Rare	Occasionally	Frequently	<input checked="" type="checkbox"/> Continuously	
Squat	Never	<input checked="" type="checkbox"/> Rare	Occasionally	Frequently	Continuously	
Stand	Never	Rare	Occasionally	<input checked="" type="checkbox"/> Frequently	Continuously	
Twist	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	
Walk	Never	Rare	<input checked="" type="checkbox"/> Occasionally	Frequently	Continuously	



Run	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Stairs	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Lying Down	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Hands may be used for: (X = REQUIRED)										
Grasping	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Pinching	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Finger Manipulation	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Wrists may be used for: (X = REQUIRED)										
Twisting/Turning	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Pushing/Pulling: (X = REQUIRED)										
01-30 lbs	<input type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input checked="" type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
31-50 lbs	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Carrying: (X = REQUIRED)										
01-30 lbs	<input type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input checked="" type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs	<input type="checkbox"/>	Never	<input checked="" type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Description										
> 50 lbs	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>	Rare	<input type="checkbox"/>	Occasionally	<input type="checkbox"/>	Frequently	<input type="checkbox"/>	Continuously
Description										

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

X = Requirement | = Not Required

REASONING ABILITY:

- Complete routine, repetitive tasks with simple instructions
- Follow detailed instructions that require few changes
- Follow detailed procedures with several potential variables
- Accurately interpret behaviors and nonverbal communication and act on decisions
- Demonstrate logical or deductive thinking
- Provide creative, innovative solutions to job problems

CALCULATIONS:

- Perform simple copying, addition, counting, subtraction
- Perform multiplication and division
- Understand the metric system and conversions
- Manipulate fractions, decimals, and percentages
- Understand and use statistics
- Understand and use charts and graphs
- Understand and use advanced mathematics
- Understand the theoretical application of statistics and complex math

LANGUAGE:

- Read and understand product labels, policies written at the 10th grade level
- Follow verbal or demonstrated instructions
- Explain simple directions, copy data from one form to another
- Complete form letters or answer routine correspondence
- Compose correspondence independently
- Read and interpret complex technical material
- Speak and understand a second language
- Prepare complex reports and documents
- Speak with individuals and small groups in an articulate manner
- Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: _____

Signature: _____ Date _____

Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.