

FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

Posting Dates: September 3, 2009 – Until Filled

TITLE: Research Assistant, Office of Research and System-Wide Evaluation

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Bachelor's degree in education or related field required. Experience in classroom testing. Master's degree preferred.

Experience: Minimum of 5 years in schools or related experience.

Skills: Demonstrated ability to establish protocol and logistics for testing.

Demonstrated understanding of standardized testing methodology.

Demonstrated ability to work with testing programs and to collect, disaggregate and analyze data related to student assessment.

Demonstrated ability to work with administrators and teachers on testing issues, measures and interpretation.

Demonstrated ability to work with computer software programs including Microsoft Office, statistical packages and other evaluation programs.

Demonstrated knowledge of how test reports are and can be used by school teachers and principals.

Demonstrated ability to work and contribute to a team.

Demonstrated ability to utilize data interpretation and synthesis in the creation of reports.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

TITLE: Research Assistant, Office of Research and System-Wide Evaluation

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

REPORTS TO: Director of Research and System-Wide Evaluation

TERMS OF EMPLOYMENT: Grade 9, Professional Salary Schedule; 235 Days,
40 Hours/Week/Beginning salary \$1403/week.

ESSENTIAL FUNCTIONS:

Assists the director in the organization and administration of the school system's district-wide assessment system. Work with staff, principals and administration to prepare and arrange the logistics of the tests.

Develops protocols, tools and work-processes for the district-wide examination of the Flint Community Schools.

Works with the schools, the curriculum department and the executive directors on implementation and usage of district-wide examinations.

Works with schools, the curriculum department and the executive directors on the interpretation district-wide examinations.

Works with schools on the implementation of formative assessments.

Facilitates cooperative projects between the school district and GISD related to testing, research and evaluation.

Prepares and/or assists in the preparation of various statistical and data reports for local, state and federal agencies.

Assists the director on different research and program evaluation projects.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Professional Nonteaching Salary Schedule personnel.

JobDesc.PR/06/2006
Rev. HR/LA/08/09

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770

設有翻譯服務，祇要提出要求，請電760-6770.