



**RESEARCH, EVALUATION, AND ASSESSMENT (REA) ASSISTANT**

**GENERAL RESPONSIBILITIES**

The position is responsible for providing support to the Office of Planning, Innovation and Accountability (PIA). This support includes designing and preparing documents for distribution using multiple software applications; compiling, entering, and proofing data; developing division publications; assisting with routine office functions that support administrative staff; and conducting business with stakeholders in a courteous and tactful manner.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Design, compile, enter, and analyze data files using the Statistical Package for Social Sciences (SPSS) for Windows 11.0.
- Create multiple response tables and frequency reports.
- Conduct research utilizing files, the Intranet, the Internet, and additional resources to serve as background for preparing reports.
- Compile requests to conduct research, maintains database of research requests, and prepares monthly research report.
- Update and maintain state and federal accountability information.
- Design, format, plan, organize, compile, and prepare data utilizing various database software packages to generate reports for division-wide publications.
- Assist with the designing of division-wide publications for the department and acts as a liaison to the print shop to oversee production and distribution.
- Train staff members to enter data, revise field codes in linked Microsoft Word templates, merge data and prepare data sheets for use with school division publications.
- Collaborate with the Department of Communications and Community Engagement staff regarding the posting of publications to the school division's Web site and ensure the accuracy of the posting.
- Assist with design and maintenance of the department's Web site, which may include podcasting, daily updates, posting training packets, program evaluations/reports and memos.
- Create brochures, flyers, handbooks, newsletter, forms, etc.
- Research and review publications generated by comparable school divisions.
- Assist with making document ADAA compliant.
- Prepare monthly transaction log regarding the procurement card.
- Act as WISE/alternate timekeeper.
- Assist other department staff as requested.
- Perform other related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of business English, spelling, and mathematics; ability to understand and follow oral and written instructions; ability to use advanced office technology and software including the use of Word, Excel, PowerPoint, and Access; ability to create databases and formulas; ability to prepare complex reports, tables and other correspondence; ability to compose written communication for distribution; ability to learn standard office tasks readily, perform routine office duties and record keeping tasks, multi-task and to adhere to prescribed routines; ability to operate standard office machines; and ability to establish and maintain effective working relationships with school division employees. Must have excellent oral and written communication skills.



**EDUCATION AND EXPERIENCE.**

**Required:**

High School Diploma or GED. Minimum of three (3) years' experience using Microsoft, Word, Excel, Access, and PowerPoint. Excellent writing skills.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing and stooping. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.