BOARD AGENDA ITEM

Information/Discussion_____
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Action __X_____

Item: Hiring of a Data Analyst and an Administrative Research Assistant

Submitted by: Davie Store   Date: __08/05/2024_____

Recommended by: Davie Store   Board Meeting Date: __08/19/2024_____

RECOMMENDATION: I am requesting approval to add a Data Analyst and an Administrative Research Assistant to the Research and Data Analytics team. The Data Analyst will start in September, and the Administrative Research Assistant will begin in October, 2024.

BACKGROUND: Since spring 2021, Kent ISD has been at the forefront of administering student perception surveys across Michigan. The MI Student Voice Perception Survey, initially developed by Michigan Superintendents in 2019, aimed to create a standardized measure to offer a more comprehensive understanding of student experiences. Participation in this survey has grown steadily each year, significantly influencing how educational leaders statewide approach district and school improvement planning by prioritizing student voices. In spring 2024, 108 districts and 70,623 students participated, marking a substantial increase from the 58 districts and 33,366 students in spring 2023.

Recognizing the value of incorporating multiple perspectives in school improvement planning, the team at Kent ISD expanded their efforts in 2023 to include Parent/Guardian and Educator surveys. The Research and Data Analytics team developed the additional two surveys with the understanding that these triangulated voices can guide districts in adjusting school policies and identifying necessary programs for targeted intervention. The Educator and Parent/Guardian surveys were pilot tested in spring 2023, with 54 districts (8,002 parent/guardian responses) and 48 districts (2,843 educator responses) participating. Moving forward, Kent ISD will administer all three surveys—the Student, Parent/Guardian, and Educator surveys—annually.

To manage the workload and ensure the smooth operation of these initiatives, additional resources are essential. The addition of a Data Analyst and an Administrative Research Assistant will enable our teams to efficiently meet the needs of the participating districts and fulfill our obligations effectively. Up to the end of this year (December 2024), the Michigan Health Endowment Fund has been funding this project. From October 2024, the state school aid fund money appropriated $500,000, to support the implementation of the MI Student Voice Perception Survey for 2024-2025.

POSITION DESCRIPTION

Title: Data Analyst Position

Job Overview

The Data Analyst I will play a pivotal role in planning, organizing, and executing research projects. They will be responsible for coordinating research activities, communicating with stakeholders, managing data collection processes, evaluating programs, and assisting in data analysis projects. This position requires excellent organizational and communication skills, as well as a strong commitment to maintaining the highest ethical standards in research.

Responsibilities

(1) Coordinate research projects from inception to completion, ensuring adherence to timelines and objectives.
(2) Assist and manage survey processes, including communication with districts, customizations, data collection, and analysis.
(3) Coordinate data collection activities including survey administration, interviews, focus groups, and evaluations.
(4) Collaborate in projects requiring data analysis and visualization.
(5) Conduct literature reviews and assist with the development of research proposals.
(6) Collect, manage, and analyze research data using appropriate software tools and statistical techniques.
(7) Prepare research reports and presentations for dissemination to internal and external stakeholders.
(8) Maintain accurate records of research activities, including protocols, sharing agreements, and data documentation.
(9) Facilitate communication and collaboration among research team members, collaborators, and partners.
(10)   Stay current with developments in research methodologies, best practices, and regulatory requirements.

Education Required

Bachelor's Degree or higher in a relevant field (e.g., psychology, sociology, etc.).

Experience Required

Minimum 1 year of related experience.

Skills Required

(1) Proven experience in research coordination or project management, preferably in an academic setting.
(2) Strong knowledge of research methods, study design, and data analysis techniques.
(3) Excellent organizational skills and attention to detail.
(4) Strong interpersonal and communication skills, with the ability to work effectively in a collaborative team environment.
(5) Ability to multitask, prioritize workload, and meet deadlines in a fast-paced environment.
(6) Flexibility and adaptability to changing project needs and priorities.
(7) Commitment to maintaining confidentiality and ethical standards in research practices.

(8) Skills in Microsoft Office, Tableau, Qualtrics, and/or various programming languages preferred

<u>Salary</u>
Commensurate with education and experience

<u>Benefits</u>
- Medical, Dental, Vision Insurance
- District-paid Life Insurance
- District-paid Long-Term Disability
- Paid Sick & Vacation Days
- Opportunity for partial remote work

POSITION DESCRIPTION

Title: Administrative Research Assistant

Job Overview
The Administrative Research Assistant will perform a variety of complex administrative assistant duties and research support. They will be responsible for communicating survey information, managing correspondence for the team, supporting administrative and clerical duties, coordinating travel arrangements, as well as data entry, collection, and research.

Responsibilities
(1) Effectively communicate with individuals both externally and internally. This includes but is not limited to: coordinating with team members, liaising with research teams, and managing communication with survey participants.
(2) Provide administrative assistance such as scheduling meetings, managing calendars, coordinating travel arrangements, and reconciling purchases.
(3) Organize and maintain databases, files, and records related to research projects, ensuring accuracy and accessibility.
(4) Assist in gathering and organizing data from various sources to support ongoing projects and initiatives.
(5) Assist in reviewing and proofreading documents and reports to ensure accuracy, consistency and adherence to established standards.
(6) Provide support to team by conducting background research, literature searches, and data collected as needed.
(7) Ensure compliance with relevant policies, regulations, and ethical standards in research activities and data management.
(8) Perform other administrative tasks and responsibilities as assigned by supervisors or project leads to support the overall goals and objectives of the organization.

Education Required
Bachelor's Degree in a relevant field (e.g., psychology, sociology, etc.).

Experience Required
Minimum 1 year of related experience.

Skills Required
(1) Strong interpersonal and communication skills, with the ability to work effectively in a collaborative team environment.
(2) Ability to effectively communicate with school district representatives in different ways.
(3) Excellent organizational skills and attention to detail.
(4) Ability to multitask, prioritize workload, and meet deadlines in a fast-paced environment.
(5) Flexibility and adaptability to changing project needs and priorities.
(6) Proficiency with Microsoft Office products (Excel, Word, PowerPoint)

Salary
Commensurate with education and experience

Benefits
- Medical, Dental, Vision Insurance
- District-paid Life Insurance

- District-paid Long-Term Disability
- Paid Sick & Vacation Days
- Opportunity for partial remote work