

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8570  
Pay Grade: E06

FLSA: Exempt  
PTS

<b>MANAGER, RESEARCH</b>
<b>REPORTS TO:</b> Executive Manager, Evaluation
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Master's degree in Education with one (1) year of experience in evaluation/research design and implementation for projects of varied focus and complexity. <b>OR</b> Master's degree with three (3) years of experience demonstrating increasing responsibility for evaluation and research projects. <b>PREFERRED:</b> Five (5) years of progressive experience with the development, implementation, analysis, and reporting of evaluation and research projects.
<b>MAJOR FUNCTION</b>
Position performs responsible complex technical and analytical work providing assistance in the design and implementation of evaluation and research studies district-wide. Work is performed under general supervision with considerable independence and discretion to meet the needs of the Assessment, Accountability, and Research Department.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Assists with the planning, design, and implementation of evaluations and research for school-based and district-wide programs and topics</li><li>• Responsible for participation on issues related to evaluation and research, as a team member and/or in conjunction with administrative personnel</li><li>• Provides, as requested, expertise and support to the schools, learning communities, and district departments in the areas of data analysis and interpretation in order to facilitate student learning</li><li>• Responsible for evaluation and research design, sampling, and design of data collection instruments along with data collection strategies</li><li>• Performs statistical analysis, prepares reports, and makes presentation as needed</li><li>• Plans and follows through on evaluation and research timelines</li><li>• Prepares reports and makes presentations as needed</li><li>• Interacts with evolving technologies in order to perform complex statistical analysis through computer software, programs, and systems</li><li>• Assists district personnel with survey composition and data collection methods.</li><li>• Performs other related duties as required</li></ul>

**MANAGER, RESEARCH**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 3/82; FORMAT REVISED: 7/88; REVISED: 4/89 MW; BOARD APPROVED: 4/26/89  
REVISED: 7/93 BMP; BOARD APPROVED: 7/28/93; REVISED (MQ's): 10/98 PBL; BOARD  
APPROVED: 10/13/98; REVISED (D&R's) RECLASSIFICATION: 7/10 RAS; BOARD APPROVED:  
9/28/2010; REVISED FORMAT, TITLE, SALARY SCHEDULE, PREFERRED, MF, ER, ADA, 8/13 LM;  
BOARD APPROVED: 10/22/13

**MANAGER, RESEARCH**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Manager, Research – PTS