Research and Information Analyst

Two (2) term positions (anticipated to end on August 30, 2019) – Toronto, ON

With your fieldwork experience, skills in qualitative and quantitative data analysis, and understanding of education testing and program evaluation, you're ready to play an essential role in ensuring the effective management, reliability and integrity of information across the Toronto District School Board (TDSB).

Reporting to the Project Coordinator, you will be responsible for supporting the activities of the Research and Development department while providing support to the Education Offices, schools and other departments in the areas of student achievement and success, school improvement, and research and information services. This will include providing research, administrative and technical advice pertinent to project and department needs, carrying out key activities as a project team member in the areas of data collection, data management and data interpretation/analysis, and developing data collection instruments and procedures, conducting fieldwork, and reviewing and synthesizing current literature.

As a Research and Information Analyst, you will also be expected to plan, implement and manage databases of information, conduct qualitative and quantitative analysis of data, assist in the development and delivery of internal and external communications, as well as design and conduct specialized training (computer, research methods, etc.) and supervise project support staff, as required. By staying abreast of the latest technologies and methodologies, you will be fully prepared to assist in developing and enhancing skills relevant to project activities within the department.

PRIMARY DUTIES

As a Research and Information Analyst, you will:

- Review current research and literature related to critical issues;
- Design and customize instruments and methods for the collection of data at the classroom, school and system levels;
- Conduct fieldwork such as focus groups, interviews and observations;
- Create support materials and resources to facilitate data collection and management processes;
- Coordinate the reproduction and distribution of research and assessment materials;
- Develop, manage and integrate large databases while ensuring the reliability and integrity of information;
- Develop procedures for tracking and monitoring performance and trends at student, school and system levels;
- Design and set up multiple data structures for storing large volumes of current and archival data;
- Maintain well-organized data structures with clear documentation;
- Develop appropriate applications/interfaces to facilitate easy access to data and production of reports;
- Develop and monitor verification and other quality control measures to ensure accuracy and completeness of data;
- Provide expertise and conduct sophisticated statistical data analysis and interpretation;
- Synthesize large volumes and different kinds of qualitative and quantitative data from different sources;
- Design effective presentations of data;
- Participate in the report-writing phase of projects, as required;
- Assist senior management in determining short- and long-term priorities throughout all project planning phases;
- Participate, as a team member, in the planning, design and implementation of projects;
- Provide feedback to management staff in the department on the progress of projects;
- Provide expertise to teams working on system assessment, research and data management;
- Identify specialized computer application and data management training needs of department staff;
- Recommend software and hardware solutions to meet department project needs;
- Determine the need for per diem assistance to meet critical timelines;
- Participate in the hiring process of per diem technical/research staff and co-op students;

- Assist with administrative responsibilities, as required;
- Support schools, department and central staff to understand, and make effective use of, research and assessment information and materials;
- Assist in planning workshops and developing support materials for school administrators and teachers on assessment strategies, scoring procedures, data interpretation, etc.;
- Compose a wide range of written materials for a variety of audiences in support of project needs;
- Participate, as a team member, in the design, development and maintenance of the department website to disseminate assessment, evaluation and research data;
- Present research materials to a variety of audiences, as required;
- Serve as an information resource for schools and other central staff;
- Represent the department on various committees or project teams, as required;
- Assign tasks related to data collection, coding, data entry/scanning, scoring and other project or department activities, as required;
- Design and conduct specialized computer training for staff in the use of software and methodologies relevant to project needs;
- Provide computer support to department staff;
- Investigate new technologies to support project needs (e.g., software, including upgrades, and hardware);
- Initiate independent learning (e.g., read computer manuals, explore Internet/IT works, review research literature, etc.);
- Consult with department and other central staff (e.g., Information Technology, Planning);
- Consult with external experts (e.g., explore, develop and improve various data collection, management and analysis techniques);
- Attend technical workshops (e.g., data analysis techniques, new technology, new approaches to creating reports and information about system databases);
- Pursue professional development through memberships in professional educational research organizations (e.g., attend AERO conferences) and Board-sponsored seminars/workshops;
- Develop an excellent working knowledge of key system databases (e.g., Student Information Systems); and
- Perform other related duties, as assigned.

QUALIFICATIONS

To take on the role of **Research and Information Analyst,** you must have:

- University degree with emphasis on applied research design (quantitative and qualitative) and three (3) years' related experience, or a combination of education and experience;
- Experience in conducting fieldwork;
- Advanced knowledge of statistical procedures and data management;
- Advanced computer skills and extensive familiarity with software programs for data collection, data management, data analysis, graphic presentations and report generation;
- Knowledge of education testing, measurement and program evaluation;
- Excellent oral, communication and interpersonal skills;
- Ability to facilitate training to enhance relevant technical expertise of other department staff and other central staff; and
- Ability to work under pressure, meet frequent deadlines and balance several projects at the same time.

ASSET:

- Research Analyst Post Graduate Certificate.

Wage rate: $37.31 per hour

These CUPE Local 4400 term positions are located at 1 Civic Centre Court (wheelchair accessible).

Please submit a resume and cover letter, by 4:30 p.m., **November 27, 2018**, **quoting competition**

#CUPE C-18-0301UTE in the subject line, to:

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.

We are an equal opportunity employer and adhere to fair employment practices.