

JOB ANNOUNCEMENT

Position Title: Senior Associate, Research and Evaluation

Salary: Commensurate with qualifications

Reports to: Chief Executive Officer and Chief Officer, National Field Operations

POSITION SUMMARY:

This senior level position focuses on such critical issues as teacher and administrator evaluation, school and district turnaround, state-to-district assistance, educator recruitment and retention, and STEM. It provides the opportunity for a dynamic researcher/evaluator to utilize experience and expertise in conducting both qualitative and quantitative research to 1) evaluate and assess the efforts and effects of educational initiatives on student achievement and educator performance; and 2) inform and assist states, school districts, schools, and community-based organizations to build capacity and create sustainable, systemic change that benefits students and educators.

MAJOR RESPONSIBILITIES:

1. *Research and Evaluation Design*

- Utilize qualitative and quantitative research methodologies.
- Develop research and evaluation questions.
- Determine appropriate research and evaluation methodologies.
- Design research and evaluation project plans and strategies.
- Manage and guide the research and evaluation process.

2. *Analysis and Presentations*

- Coordinate the development, implementation and analysis of qualitative data such as surveys and interviews and focus groups.
- Design and conduct advanced statistical analyses.
- Select and utilize appropriate methodologies such as Hierarchical Linear Modeling, Difference-in-Difference Modeling, Value Added Modeling or Matching Modeling.
- Analyze results and outcomes using software such as NVivo, SPSS, SAS or STATA.
- Collect, interpret and summarize results and findings.
- Prepare and present findings and relevance to broad audiences, including practitioners and policy makers.
- Communicate concepts of research, analysis, statistics and management applications to diverse groups, including staff and clients.
- Other duties as assigned by the Chief Executive Officer and Chief Officer, National Field Operations.

3. Program Development & Written Presentations

- Conceptualize, develop and write proposals, publications and project reports.
- Develop professional learning programs, training modules, and individual presentations for state, district and school leaders and other audiences as needed.
- Collaborate with colleagues to achieve the highest standards of the organization.

QUALIFICATIONS:

- Ph.D. in education, economics, statistics or a related field.
- Minimum of 3 years of substantive, first-hand professional experience in conducting research and analysis.
- Demonstrated ability to use software such as NVivo, SPSS, SAS or STATA.
- Demonstrated expertise and experience in collecting and analyzing qualitative data such as surveys and interviews/focus groups.
- Demonstrated expertise and experience with statistical analysis methodologies such as Value Added, Hierarchical Linear Modeling, Difference-in Difference Modeling or Matching Modeling.
- Demonstrated experience communicating findings orally and in writing to broad audiences.
- Some familiarity with issues in public education and/or community development.
- Proven track record in leading small and large scale research projects.
- Understanding of social science and/or educational research and evaluation frameworks.
- Ability to work both independently and as a member or leader of project teams.
- National travel is required. Relocation to the Boston metropolitan area is not required for candidates who reside in the continental U.S.

APPLICATION PROCESS:

This position is open until filled. Please send resume, cover letter with salary requirements, and two writing samples to: Cathi Leone, Chief Officer, Finance and Management Systems, at cleone@ctacusa.com.

CTAC is an equal opportunity employer and state-certified minority non-profit organization. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, marital or domestic partner status, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by law.

ORGANIZATION DESCRIPTION:

Community Training and Assistance Center (CTAC) is a national non-profit that partners with states, districts, schools, and community organizations to build their capacity for educational innovation and community development. We provide on-site and remote technical assistance, conduct research and evaluation, and inform public policy to drive and support educational innovation and responsive community change. CTAC achieves significant, long-term improvements for our partners to create equitable opportunities and healthy, vibrant communities.

For additional information regarding CTAC, please visit www.ctacusa.com.