



JOB ANNOUNCEMENT

Position Title: Senior Associate, Research and Evaluation

Salary: Commensurate with experience

Reports to: Executive Director

POSITION SUMMARY:

This senior level position focuses on such critical issues as performance-based compensation, teacher and administrator evaluation, school and district turnarounds, state-to-district assistance, and community development. It provides the opportunity for a dynamic professional to utilize experience and expertise to inform and assist the efforts of states, school districts and schools to build capacity and create sustainable, systemic change that benefits students and educators.

MAJOR RESPONSIBILITIES:

The Senior Associate, Research and Evaluation, has major responsibilities in five primary areas:

1. *Research and Evaluation Design*
 - Identify and analyze research on topic areas and assess field-based needs
 - Develop research and evaluation questions
 - Determine appropriate research and evaluation methodologies
 - Develop research and evaluation project plans and strategies
2. *Qualitative Methods, Analysis and Presentations*
 - Coordinate, oversee and conduct: survey development, interview protocol development, case study development, and thematic analysis of qualitative research
 - Coordinate and participate in on-site field teams
 - Present analyses to client organizations
 - Provide assistance to staff and clients in interpreting results
3. *Quantitative Methods, Analysis and Presentations*
 - Keep track of, and assist in developing, quantitative data:
 - Coordinate and participate in on-site field teams
 - Present analyses to client organizations
 - Conduct analyses, using Value Added, Hierarchical Linear Modeling and Individual Growth Modeling methodologies
 - Create and produce presentations of findings
 - Present analyses to client organizations
 - Provide assistance to staff and clients in interpreting results

4. *Project and Data Management*

- Coordinate research and evaluation activities
- Develop and implement data management plans
- Keep track of many kinds and forms of data
- Organize and maintain detailed documentation of project activities
- Conduct dissemination activities

5. *Proposal Development and Reporting*

- Research potential funding sources
- Write compelling and effective research and evaluation proposals
- Prepare reports for funding sources

QUALIFICATIONS

- Minimum of six years of substantive professional experience in educational, health or social research, data analysis and presentation, or related field
- Familiarity with issues in public education and/or community development
- Thorough understanding of social service, health and/or educational research and evaluation methods
- Proven track record in managing small and large scale research projects
- Demonstrated expertise in qualitative research methods, educational assessment, and statistical analysis
- Demonstrated expertise with qualitative analysis
- Demonstrated experience in statistical analysis software (e.g., SPSS, SAS, STATA), database management, computer graphics and word processing
- Hands-on experience with Value Added, Hierarchical Linear Modeling and Individual Growth Modeling methodologies
- Demonstrated superior writing skills; ability to draft, prepare and edit finished written products to high professional standards
- Demonstrated presentation and interpersonal skills; ability to present concepts of analysis, statistics, and management applications to diverse groups
- Demonstrated ability to work both independently and as a member or leader of project teams
- Doctorate degree in related field required
- Position is Boston-based and requires national travel

ORGANIZATION DESCRIPTION:

The Community Training and Assistance Center (CTAC) has a thirty-two year record of success in urban communities. CTAC provides technical assistance to school systems, state departments of education, and community-based organizations to improve education, health, and community and neighborhood revitalization in cities and states throughout the country. There are three primary components to this support: on-site technical assistance, research and evaluation services, and public policy support.

CTAC's education-related activities focus on the systemic reform of urban school districts serving diverse and at-risk populations. CTAC's core education initiatives focus on (1) helping districts to conduct and learn from intensive analyses of disaggregated student achievement data, (2) building the capacity at school sites to analyze the conditions that help or hinder student achievement, find their causes, and create and implement improvement plans which address those causes, and (3) helping districts to manage strategically based on the needs and priorities identified at the individual school sites.

The Center's Education Division also conducts assessments and provides assistance to state and district-wide initiatives, such as state interventions in underperforming school districts. CTAC's methodologies include using growth models to evaluate the impact of reforms on student achievement. CTAC is a nationally recognized leader in providing technical assistance to districts and unions to link teacher compensation and student learning and in examining the impact of performance-based compensation initiatives.

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

APPLICATION PROCESS

Please send resume and cover letter with salary requirements to: Cathi Leone, Director, Finance and Management Systems, Community Training & Assistance Center, 30 Winter Street, 7th Floor, Boston, MA 02108, or to cleone@ctacusa.com.

CTAC is an equal opportunity employer and state-certified minority non-profit organization. Women and people of color are strongly encouraged to apply.