



## JOB ANNOUNCEMENT

**Position Title:** Senior Associate, Research and Evaluation

**Starting Date:** Summer 2009

**Salary:** Commensurate with experience

**Reports to:** Executive Director

### ORGANIZATION DESCRIPTION:

The Community Training and Assistance Center (CTAC) is a minority-controlled organization with a thirty 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 pay-for-performance initiatives.

CTAC has assisted school systems in Albuquerque, New Mexico, Austin, Texas, Charlotte-Mecklenburg, North Carolina, Christina, Delaware, Cleveland, Ohio, Decatur, Illinois, Denver, Colorado, Duval County, Florida, Jackson, Mississippi, Los Angeles and Santa Clara Counties in California; Newark, New Jersey, Salt Lake City, Utah, Seattle, Washington and many other parts of the country. CTAC has also provided training to leadership teams from many states throughout the country. Further, the Center has promoted public policy change at the state and federal levels based on the needs of urban children and families through the National Urban Reform Network and other initiatives.

In addition to its education-related activities, CTAC also provides comprehensive assistance to community development organizations and a full range of health and human service agencies. CTAC annually assists 90 community-based organizations, coalitions and public institutions.

## **POSITION SUMMARY:**

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

1. Research and Evaluation Design
2. Qualitative Methods, Analysis and Presentations
3. Quantitative Methods, Analysis and Presentations
4. Data Management
5. Proposal Development and Reporting

## **MAJOR RESPONSIBILITIES:**

### **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, including determining samples
  - interview protocol development, training and implementation
  - case study development, training and implementation
  - identification and collection of needed documents
  - thematic analysis of qualitative research using QSR, NVivo and related software
- 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:
  - review, clean, organize and analyze data as needed
  - assure timely receipt and handling of quantitative data
- Coordinate and participate in on-site field teams
- Present analyses to client organizations
- Apply 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. *Data Management***

- Develop and implement data management plan:
  - collect, review and track multiple data bases
  - collect, review and track multiple survey responses
  - collect, review and track interview results from multiple interviewers
  - collect, review, track and file various documents
- Keep track of many kinds and forms of data and assure that they are:
  - received in a timely fashion, logged and recorded
  - in a form suitable for analysis
  - transmitted to appropriate staff for analysis

- 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

**6. *Other duties as assigned.***

**QUALIFICATIONS**

- Minimum of eight 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 (i.e., SPSS), database management, computer graphics (i.e., PowerPoint, Quattro Pro, Excel) 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

**APPLICATION PROCESS**

This position is open until filled. Please send resume, cover letter, and indicate salary requirements to: Cathi Leone, Manager, Administration and Finance, Community Training & Assistance Center, 30 Winter Street, 7<sup>th</sup> Floor, Boston, MA 02108.

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