



Center for Collaborative Education

Transforming schools for student success

Senior Research Associate, Research, Evaluation & Policy

The Center for Collaborative Education is seeking a skilled research and evaluation professional to join the Research, Evaluation & Policy (REP) practice area. This is a full-time position in CCE's Boston office that reports directly to the Senior Director of Research, Evaluation & Policy.

About CCE

The mission of the Center for Collaborative Education (CCE) is to transform schools to ensure that all students succeed. CCE envisions a just and equitable world where every student is college- and career-ready and prepared to become a compassionate, thoughtful and contributing global citizen. To achieve this vision, CCE works at the school, district and state levels in New England and beyond to:

- Create, support and sustain learning environments that are collaborative, democratic and equitable;
- Build capacity within districts and schools to adopt effective practices that promote collaborative, democratic and equitable learning for students and educators; and
- Catalyze systemic change at the school and district levels through district-and state-level policy, research, and advocacy.

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace by maintaining a staff that represents the voices of the communities we serve.

Research and Evaluation at CCE

The Research, Evaluation & Policy area is one of three practice areas at CCE and our work includes a cross-organizational aspect as well as a discrete set of services. Research and evaluation activities fall into three main categories:

- Mission-focused research that includes data-driven research projects on a number of equity-based key issues in education, which is often done in collaboration with external partners;
- External evaluation services to schools, districts, states and non-profit organizations; and
- Internal evaluation and program support to the other two key practice areas at CCE.

Primary Responsibilities

The person in this position has the following responsibilities:

30% Conduct mission-focused research on a variety of topics related to equity in education (e.g. culturally responsive teaching, English Language Learners, student assessment)

- In conjunction with Senior Director (and other external collaborators) conduct scholarly research that results in products (e.g., research reports, case studies, briefs, refereed publications and other research products and materials) that contribute to the field.
- Contribute to preparing grant proposals to federal, state, local and private funders.
- Present at professional, academic and community conferences and events.
- Build and maintain useful professional relationships and contribute to the field of education reform and policy, STEM and other CCE-mission related topics.

30% Support design and delivery of evaluation studies for CCE programs and various external clients

- Work with various external clients to design and develop evaluation studies using both qualitative and quantitative design and methods. Currently, this work is focused on STEM education programs.
- Collaborate with CCE colleagues/teams to design and carry out evaluation strategies for internal programs.
- Assist with project and proposal development by participating in discussions on and writing of evaluation design and methodology sections.
- Support reporting of evaluation findings to staff, funders and other stakeholders.

40% Provide leadership for data collection and management for evaluation and research studies

- Lead quantitative data collection and management efforts for evaluation and research projects.
- Develop and design data collection tools and instruments for internal and external evaluation projects, as needed.
- Design, create, and manage databases, including coding and cleaning of data.
- Ensure proper and meaningful data collection and analysis and develop systems that facilitate organizational data use.
- Contribute to building the capacity of CCE teams to utilize evaluation data for program management, improvement, and reporting.

Qualifications, knowledge and skills:

The successful candidate for the position of Senior Research Associate should have the following qualifications, knowledge and skills:

- A commitment to CCE's mission and knowledge of or interest in K-12 education reform or one of our focus areas (teacher professional development, performance assessment, STEM).
- At least a Master's degree in education or related field (e.g. Evaluation, Statistics and Measurement, Education Policy) or social science. Ph.D. preferred.
- At least 3-5 years demonstrated program evaluation and research experience, with a strong focus on data collection, management and analysis.
- Experience developing data collection tools (e.g. surveys) and/or identifying and modifying pre-existing tools as needed for projects.
- Skill in database development, use, and maintenance. Experience with Salesforce is a plus.
- Demonstrated experience in collecting, cleaning, organizing and processing large datasets of student-level and school-level data.
- Demonstrated experience using statistical and survey software (e.g., STATA or SPSS, Survey Monkey or Qualtrics and Excel).
- Knowledge of quantitative and qualitative research and evaluation design methods.
- Advanced statistical expertise (i.e., the general linear model, multivariate procedures, sampling, weighting) preferred.
- Skill in conducting literature reviews and utilizing scholarly research in research and evaluation.

- Experience and comfort working both independently and in collaboration with others, as required by the task.
- Strong communication, writing, interpersonal and organizational skills.
- Ability to work on multiple projects and successfully manage competing timelines.
- Previous experience working in a research role at a non-profit, mission-based organization or in or with public schools.

Travel

Occasional in- and- out of state travel is sometimes required.

Salary

Salary and benefits are competitive.

Application

Interested applicants should send a cover letter and resume to ashort@ccebos.org. This position will remain open until filled.