

E3 Alliance Position Description: Senior Director of Research & Analytic Systems
Classification: Professional – Exempt
Direct Supervisor: Executive Director

Purpose of Position

This position's primary purpose is to work with the E3 Alliance Executive Director and other E3 staff to set the strategic direction for research and analysis; design, develop and maintain data and information resources; design, project-manage, oversee and conduct research projects; and produce and disseminate meaningful and relevant analyses, reports and data representations for the internal and external work of the E3 Alliance and The Blueprint for Educational Change™. This is a dynamic position with responsibility for oversight of internal and external research projects and research staff, as well as hands-on programming, data analysis, research, presentation, and dissemination of complex information related to student educational outcomes to influence stakeholder decision-making and policy.

Ideal Candidate

The ideal candidate for this position has deep experience in research and analytics, strategic connections to regional education institutions and players, and a strong desire to play an instrumental role in systemic change in education across our region and beyond. The candidate must be a passionate change agent with the ability to problem solve, who can manage multiple projects, supervise experienced technical professionals, and facilitate and guide multi-partner initiatives. This is not a position for a traditional academic researcher, but rather for someone who can use objective data to drive effective action, in conjunction with E3 Alliance staff and stakeholders across the community. Success requires a combination of proven leadership and managerial skills as well as the ability to contribute technically to the programming and analytic needs of the team.

Primary Duties and Responsibilities

The Sr. Director of Research performs a wide range of duties including, but not limited to, the following:

- Coordinate with E3 leadership, staff, partners and strategic investors to identify research priorities and ensure that the highest quality and most responsive and actionable data and information are available when needed to support the work of E3 Alliance.
- Coordinate with E3 leadership, staff and partners to
 - improve the accessibility and availability of data to improve decision-making
 - increase the capacity of stakeholders to make effective use of data
 - strengthen the regional culture to ensure objective data are a key part of continuous improvement efforts.
- Analyze and summarize data, design and refine metrics, and undertake quantitative and qualitative research and analysis in support of Blueprint strategies and activities and make data analytics available to drive systems change and provide earned income support for E3's mission.
- Oversee the management and continual improvement of data and information resources and the analytic and reporting systems required to efficiently and effectively support the work of E3 Alliance.
- Working with E3 staff, identify and strategize opportunities to provide school districts and other education providers with data and information required to optimize efficacy of their services and practices.
- Coordinate, with research and other E3 staff, the development of charts, graphs, infographics, maps, tables, and interactive data displays that communicate information clearly and stimulate viewer attention and engagement for a variety of external audiences, effectively telling a story to drive decision-making and behavior change.
- Coordinate with the Manager of Communications and other appropriate E3 staff to develop a strategy and framework for disseminating descriptive data, important research findings, education performance information, and regional metrics to inform and influence decision-making and policy. Present analytic information to internal and external stakeholders.
- Develop and manage project plans, budgets, and timelines. Manage multiple simultaneous data analysis and research projects; prioritize work of research staff and oversee small team of professional researchers and GRA's to execute research and meet deadlines.

- Supervise research and analytics staff, hire and manage consultant researchers and graduate research assistants. Establish departmental and individual goals and provide routine evaluations of progress toward these goals. Support effective team dynamics and staff productivity. Identify and promote professional development opportunities for staff. Ensure adherence to professional standards and ethics of research activities.
- Act as primary liaison to the state Education Research Center (ERC) for sourcing and analysis of data; submit detailed research proposals to the ERC for appropriate access to statewide student data and manage staff and volunteers in secure access to ERC data.
- Provide annual updates to The Blueprint for Educational Change metrics as well as data needed to create and publish the Central Texas Educational Profile.
- In conjunction with other E3 staff and district and community leaders, help ensure coordination of resources and information (e.g. common metrics to be used throughout the region).
- Facilitate a network of education researchers, the Central Texas Education Research Collaborative, to enhance research capacity at education institutions within the region and to increase research collaboration and opportunities.
- Work with TEA, THECB, Workforce Solutions, school districts, charter organizations, colleges, and other institutional partners to source objective education and workforce data.
- Monitor local, state and federal education policy and policy-makers to determine education research of value in policy decision-making and whether/how this should fit into the E3 Alliance research agenda.

Minimum Qualifications

- M.A. or M.S. in educational statistics or related field with demonstrated examples of completed research projects (Ph.D. preferred; comparable education and industry/institutional experience may be acceptable in certain candidates)
- Minimum of five years of Python, R, SAS and/or SPSS programming or other similar programming experience with up-to-date applied technical skills
- Strong statistical background in addition to experience in managing and conducting research projects using mixed methodologies
- Proven experience managing self and technical staff to effectively meet deliverables and deadlines including strong project management experience
- Proven experience managing productive working relationships with external partners and clients
- Self-directed
- Strong written and oral communication skills including public presentations to a variety of audiences in ways that influence action and behavior
- Demonstrated examples of completed research projects in academic/community/business settings
- Ability to design and implement program evaluation projects
- At least five years' experience working with workforce and/or educational institutions from the public, private or non-profit sectors (preferably in Texas)
- Recognition and respect for diversity of culture and background

Preferred Qualifications

- Extensive understanding of Texas education data at the early childhood, K-12, and/or higher education levels; experience with ERC data sets and processes ideal
- Personal contacts with related agencies that are providers and users of education data – e.g. TEA, THECB, ERC's, legislative staffers, superintendents, higher education leaders
- Experience with the design and management of SQL databases to maintain data sets, and with programming languages for the manipulation of analytical data and data visualizations
- Experience in Microsoft Office 365, Outlook/Exchange, project management tools, team data sharing, and web presentation tools

Compensation and Benefits

E3 Alliance is housed at founding partner Austin Community College (ACC), and through this partnership is supported by ACC payroll and human resource systems. Therefore, E3 Alliance staff has

access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- Salary based on experience
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other generous ACC benefits
- This position is grant-funded

Performance Expectations and Review

Performance reviews will be conducted annually. Areas of evaluation may include but will not be limited to:

- Success in carrying out duties as required by above job description
- Demonstrated leadership
- Initiative in taking on new responsibilities
- Willingness to work as a strong team member
- Respect of peers, co-workers and staff
- Ability to take and provide guidance and supervision
- Compliance with E3 Alliance Policies and Procedures
- Alignment with E3 Alliance Core Values and “Best At’s”

To Apply

Qualified applicants should email the following by December 14, 2018, close of business, to CClifford@e3alliance.org.

1. Cover letter that includes an explanation of the Core Values and Best Ats that resonate most (see links above),
2. Resume, and
3. References