

## ***E3 Alliance Position Description: Leader of Research & Analytics Team***

***Classification: Professional – Exempt  
Direct Supervisor: Executive Director***

### **Purpose of Position**

E3 Alliance uses data and collaboration to change education systems so all students succeed. We are nationally recognized for our passion and success in transforming education to improve equity and student outcomes. This position's primary purpose is to be a leading thought partner with the E3 Alliance Executive Director and staff to set strategic direction, oversee, and work with a collaborative team to execute our research and analysis agenda to leverage data to drive action to address disparities and help every child reach their potential. This is a dynamic position with responsibility for leading internal and external research projects, supporting research staff, as well as hands-on programming, data analysis, research, presentation, and communication of complex information related to student educational outcomes to influence stakeholder decision-making and policy.

Our Core Values: **Collaboration | Data-driven | Equity | Learning | Relentless**

### **Ideal Candidate**

We are looking for a seasoned researcher who can bring a unique mix of attributes:

- 1: The desire and passion to lead education action research – more than just academic research journal articles - research and analytics that can quickly translate into changing education practices, improving student equity and outcomes... and change lives.
- 2: The ability to lead and inspire people – internal research staff, systems change agents at E3 Alliance, and external partners to together align to drive education systems change based on objective data.
- 3: The skills and appetite to actively undertake large scale research projects, including preparation and manipulation of very large data sets, programming, sophisticated statistical analysis, and representation of data and research to help drive change.

The title of this position will be determined based on the level of experience of the selected candidate.

### **Primary Duties and Responsibilities**

The Leader of the Research & Analytics team performs a wide range of duties including, but not limited to, the following:

- Collaborate with stakeholders, including E3 leadership, staff, partners and strategic investors, to establish research priorities and ensure that actionable data and information are available to support the work of E3 Alliance.
- Drive a strong culture of data use by:
  - improving the accessibility and availability of data to improve decision-making
  - increasing the capacity of stakeholders to make effective use of data
  - strengthening 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 to support Blueprint initiatives and earned income for E3's mission.
- Utilize an equity lens when analyzing, visualizing, and sharing education data.
- Collaborate with E3 staff to identify and strategize opportunities to provide school districts, institutions of higher education, and other education providers with data and information required to optimize efficacy of their policies and practices.
- Coordinate with communications staff to develop charts, graphs, infographics, tables, maps and interactive data displays that communicate information clearly for a variety of external audiences, effectively telling a story to drive decision-making and behavior change.
- Present analytic information in verbal, written, and graphical forms to internal and external stakeholders to inform and influence decision-making and policy.
- Develop and manage project plans, budgets, and timelines. Manage multiple simultaneous data analysis and research projects; prioritize work of research staff and oversee and mentor small team of researchers and GRA's collaborating to execute research and meet deadlines.

- Hire and manage researchers and graduate research assistants. Establish departmental and individual goals and provide evaluations of progress toward these goals through continuous improvement and failing forward. Support healthy team dynamics and staff effectiveness. 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 secure access to ERC data.
- Update annually The Blueprint for Educational Change metrics as well as data needed to create and publish the E3 Alliance Education Profile.
- Collaborate with district and community leaders, ensuring coordination of 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.
- Present data finding to a variety of audiences through various mediums including in person, video, and print to inspire action and drive change.

### **Job Qualifications**

- M.A. or M.S. in educational statistics or related field with demonstrated examples of 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
- Experience working with protected data and adhering to FERPA, HIPAA and other data privacy regulations
- Recognition and respect for diversity of culture and background
- Proven ability to leverage data and research to help address racial and income disparities in community outcomes
- Proven experience managing self and technical staff to effectively meet deliverables and deadlines including strong project management experience
- Strong coaching skills with proven ability to develop and grow capabilities of staff
- Proven experience managing productive working relationships with external partners and clients
- Demonstrated collaboration skills when working with internal colleagues and external organization partners
- 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
- At least five years' experience working with educational and/or workforce institutions from the public, private or non-profit sectors (preferably in Texas)

### **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:

- Alignment with E3 Alliance Mission, Core Values and “Best At’s”
- Success in carrying out duties as required by above job description
- Demonstrated leadership, including helping research team grow and succeed in their work
- 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