Boston Public Schools
External Research Manager (SY19-20) (00018772-SY1920)

JOB POSTING

Job Details

Title
External Research Manager (SY19-20)

Posting ID
00018772-SY1920

Description
REPORTS TO: Director of Research

Boston Public Schools is seeking to fill the position of an External Research Manager in the Office of Data and Accountability. This position will facilitate relationships between district leaders, partners, and research institutions regarding research and evaluation. The External Research Manager is responsible for managing all research projects across the district and facilitating the appropriate systems of approval and review for each research project. The ideal applicant will have experience in research design, evaluation methodologies, and outcomes measurement. This position requires knowledge of statistical analysis as well as quantitative and qualitative research methodologies.

RESPONSIBILITIES:

Research

- Work with the Executive Director and Director of Research within the Office of Data and Accountability to facilitate research activities across the district.
- Review and evaluate all research requests received from external researchers.
- For approved external research and evaluation projects, communicate with researchers and provide assistance when needed to ensure that appropriate and rigorous methods are used to answer programmatic questions.
- Strategically outsource research responsibilities to external research organizations and maintain all contractual relationships with outsourced vendors.
- Inventory existing external research partnerships and develop systems for strengthening ongoing partnerships that prove to be mutually beneficial and meet the needs of BPS’ overarching research agenda.
- Leverage local and regional research networks to meet BPS’ research needs.
- Coordinate the Research Advisory Committee to ensure research is aligned with district priorities.
- Finalize and promote district research agenda throughout internal and external networks.
- Manage resources to complete long-term projects and respond to short-term requests.

Data Sharing

- Monitor progress and completion of data requests from external researchers, including coordination with other analysts and/or execution of data requests.
- Communicate guidelines for data collection/sharing and manage active non-disclosure agreements.

Results Communication and Relationship Building

- Effectively communicate research findings to district leadership and partners via periodic memos, research digests, presentations, and briefs to ensure stakeholders are aware of recent findings and able to leverage research to inform their work.
- Cultivate high-level relationships with consultants and advisors; serve as the primary liaison to outside research partners.

QUALIFICATIONS - REQUIRED:

- Bachelor’s degree and minimum of 3 years of research management experience, preferably in K-12 education OR Master’s Degree in related field and a minimum of 1 year of research management experience
- Strong analytic and data systems management skills.
• Extremely strong attention to detail.
• Proficiency and/or expertise with statistical analysis software and programming languages such as STATA, R, SPSS, SQL, etc.
• Enthusiasm for working on technical projects with diverse team to completion.
• Excellent time management skills, experience balancing competing priorities, and prioritizing resources.
• Excellent interpersonal skills.
• Strong customer service focus.
• Strong problem solving skills.
• The ability to explain complex analytical concepts to lay persons in clear and concise easy to understand terms.
• The ability to react to requests with both flexibility and firmness (and the ability to distinguish when to use which skill).
• Ability to communicate with diverse audiences and experience with Boston, its partners, and research community.
• Current authorization to work in the United States - Candidates must have such authorization by their first day of employment

PREFERRED REQUIREMENTS

• Master’s degree in social science research, education, psychology, or related field

TERMS:
Managerial, Tier C
This position subject to the City of Boston residency requirement.

Please refer to www.bostonpublicschools.org/ohc (under “Employee Benefits and Policies”) for more information on salary and compensation. Salaries are listed by Unions and Grade/Step.

NOTE: School-based managerial employees will work 223 days between July 1st and June 30th each year. The 223 day work-year will include the 180 days in which school is in session, and the additional days will be determined by the employee and the principal or headmaster of the school. This position subject to the City of Boston residency requirement.

School-based managerial employees are not eligible for vacation time or compensatory time. In the event of school cancellation due to snow or inclement weather, school-based managerial employees need not report to work.

The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals’ dignity or interferes with their ability to learn or work.

Shift Type
Central Office
Salary Range
1.0 FTE
Location
Central Office - ODA

Applications Accepted
Start Date 01/21/2020
End Date 03/31/2020