

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)
Professional Expert Description
Senior Manager, Research and Impact Analysis**

THE POSITION:

Under the direction of the Deputy Executive Director or designee, the Senior Manager, Research and Impact Analysis (SM) conducts research and provides program support for the Instruction, Improvement, and Impact Analysis initiatives of the California Collaborative for Educational Excellence. The Senior Manager provides research, data analysis, and program evaluation support for various initiatives managed by the CCEE and leads various aspects of project management and research, including developing data collection instruments; collecting, cleaning, and managing large data sets, conducting complex analyses, preparing reports and presentations based on results, and making recommendations across a variety of internal and external projects.

This position works closely with internal staff, consultants, and with other statewide agency partners, including the State Board of Education, the California Department of Education, and the lead agencies to support various statewide initiatives; develops and leads cycles of data-based inquiry; builds and fosters positive working relationships; ensures effective dissemination of information and resources, and manages ongoing project development, evaluation, progress monitoring, and implementation activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Research and Data Analysis

- Develops, leads, and refines data collection design, analysis, and reporting, using instruments such as survey questionnaires, focus group/interview protocols, and other data collection protocols to ensure effective and efficient data collection processes to support agency research and evaluation initiatives and projects
- Leads complex coding schemes for qualitative data such as interview, observation, and survey comments; uses qualitative analysis software; conducts various qualitative data analysis methods (e.g., content analysis, thematic analysis)
- Conducts data analyses, including the management of large data sets; summarizing descriptive data; leading or contributing to statistical analysis using advanced statistical methods
- Develops, implements, and monitors evaluation plans addressing logic models, questions, and overall design and methodology
- Provides evaluation and impact analyses to measure student success under the Local Control Funding Formula (LCFF) and other initiatives that CCEE oversees
- Develops content for projects, reports, and services that reflect CCEE's professional standards in appearance, content quality, and analytical rigor; provide colleagues with support, training, and guidance to meet such standards
- Schedules, coordinates, and manages on-site research activities such as site visits, interviews, focus groups, and survey administration for the purpose of gathering data about various agency initiatives and specific projects

- Conducts literature review as well as online research to support agency projects
- Facilitates meetings and presents research findings both internally and externally

Program Support

- Leads cycles of inquiry analyses aligned with CCEE's Theory of Action based on data for improvement implementation strategies and initiatives
- Identifies evidence of impact to strengthen organizational initiatives and implement ongoing improvements to CCEE developed resources and programs to meet the needs of the field and promote professional development and training activities
- Coordinates program components, support needs, and material for the purpose of delivering data and evaluation services which conform to established guidelines aligned with statute, organizational goals, and direction provided by the CCEE governing board
- Leads the project management and facilitation processes for collaborative review, vetting, and sharing data analyses with the field, and leads project management for other assigned projects for the purpose of ensuring completion within established timeframes, project design, and budget
- Leads collaborations with Local Educational Agency (LEA) team members and external partners in data collection, analysis, and reporting
- Trains and evaluates assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized
- Builds and fosters long-term working relationships with statewide agency partners, lead agencies, statewide associations, county offices of education, school districts, charter schools, advocacy groups, community-based organizations, and other entities, to support data analysis and program support
- Performs job assignment safely for the purpose of protecting people and property
- Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Master's degree in Education, Public Policy, or a related area from an accredited college/university is required.

EXPERIENCE:

At least three years of professional experience in education research or a related field.

KNOWLEDGE OF:

- Quantitative and qualitative methodologies to analyze and summarize complex education-related data
- Statistical software such as SPSS, Stata, or R
- Research-based strategies for teaching and learning
- California policy context, including Local Control Funding Formula (LCFF) policy, the Local Control and Accountability Plan (LCAP) process, and California Education Code related to the Statewide System of Support

- Improvement Science methodologies and associated theory (e.g., organizational psychology, Deming's System of Profound Knowledge, Carnegie's Six Principles, Total Quality Management)
- Current technologies, both software and hardware, used for preparation and delivery of presentations
- Project management skills and competencies
- High leverage strategies for engaging education-focused state agencies, local educational agencies, nonprofits, and community partners
- Title I, II, III and other federal funding and related improvement planning initiatives
- Correct usage of English composition, grammar, spelling, and vocabulary in both written and verbal communications
- Basic budgetary practices
- Principles and practices of management, supervision, and staff evaluation

SKILLS AND ABILITY TO:

PROJECT MANAGEMENT

- Learn and apply CCEE's administrative regulations, policies and procedures, Board Policies, and California Education Code related to the CCEE
- Effectively plan, develop, administer, implement, and evaluate activities and programs related to assignment
- Manage multiple projects, including establishing and meeting project deadlines and ensuring that internal and external teams successfully complete projects and activities
- Analyze issues, create plans of actions, and reach appropriate and effective solutions
- Create and maintain project documentation for internal and external purposes
- Develop and monitor program budgets

STAKEHOLDER SUPPORT AND FACILITATION

- Develop and implement systems and processes for establishing and maintaining effective communications both internally and with external partners using a variety of channels and media
- Establish and maintain effective working relationships with staff, statewide agency partners, lead agency representatives, school district and county office personnel, and other agency personnel
- Develop and implement agendas, meeting facilitation guides, and presentations
- Coordinate, schedule, and facilitate large, cross-agency meetings with statewide agency partners and lead agencies both in-person and virtually

OTHER

- Perform professional level tasks with a need to frequently upgrade skills
- Communicate effectively, both orally, and in writing
- Work independently with little direction
- Work evenings and weekends as needed, and perform job safely
- Meet the occasional travel requirements of the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs.
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:
- Regularly works in inside environmental conditions with:
 - minimal temperature variations
 - a generally hazard-free environment
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

CERTIFICATES/CREDENTIALS/LICENSES:

- Valid California driver's license required.