

**Posted Job Title:****Director of Research and Evaluation, Computer Science Education****Internal Job Title:****Director of Research and Evaluation, Computer Science Education****Tracking Code:**

11420

**Hiring Workflow:**

Default Workflow

**Job Category:**

Division of Teaching &amp; Learning

**Job Template:**

Operations Analyst (0271)

**Job Status:**

On Hold

**Number of Positions:**

1

**Number of Positions Filled:**

0

**Job ID:**

215416

**Job Description:**

**Position Summary:** The New York City school system is the largest in the country, composed of close to 1 million students and 75,000+ teachers in over 1,800 schools.

The Office of Postsecondary Readiness (OPSR) focuses on the alignment of school curriculum, instruction and operations to ensure that all students graduate college and career ready. OPSR provides leadership and implementation support for the DOE's college and career articulation initiatives. As part of the Division of Teaching and Learning (DT&L), OPSR develops and implements strategy and policy for increasing capacity across DOE schools in ways that will significantly increase the number of students who graduate college and career ready and persist through their postsecondary choices.

The Director of Research and Evaluation, Computer Science Education (CSE) will be responsible for the implementation of a strategic research vision and plan covering OPSR program areas. S/he will be primarily responsible for directing all evaluation and data collection policies related to Computer Science For All (CSE) a multi-year and system-wide mayoral initiative launched in fall 2015. This work will also include managing external research firms as needed, and leading reporting to a wide range of initiative stakeholders, including NYC agency staff, private funders, and school communities. Performs related work.

**Reports to:** Deputy Executive Director of Finance, Operations and Research

**Direct Reports:** Consultants

**Key Relationships:** Works closely with the Deputy Executive Director of Finance, Operations, and Research; Senior Executive Director, OPSR; Executive Directors, OPSR; Research and Policy Support Group (RPSG); Division of Teaching and Learning; Office of Academic Policy Systems (OAPS); Portfolio Planning; and the Division of Instructional and Information Technology.

**Responsibilities**

- Supports the implementation of OPSR's research and evaluation strategic planning; proactively assess new research needs to address both internal policy questions and external stakeholder inquiries across all OPSR program areas, with particular emphasis on CSE.

- Identifies necessary analyses and constructs research designs pertaining to CSE program policy, program design, and staff and student-level impact of CSE strategies; builds and oversees execution of research implementation plans, leveraging internal and external capacity as needed.
- Oversees data collection and analysis, and performs sophisticated interpretations of data.
- Provides policy guidance with far reaching, long-term implications for program evaluation, reporting, and funding which may entail supporting the strategic redesign of programs approaches.
- Oversees presentation of statistical and narrative reports and/or graphs, as appropriate; presents CSE research results, policy implications, and policy recommendations to DOE leadership, other City agencies, private funders and the broader school community.
- Leads design of efficient data management systems to track and report on CSE implementation citywide.
- Utilizes statistical and analytical methodology and protocols to perform correlation, regression, interrupted time series analysis, hierarchic linear modeling, factor analysis, and other related statistical tests. Uses cross-tabs and pivot tables to summarize key results.
- Maintains currency of knowledge with respect to CSE content, policies and data as well as state-of-the-art educational technology and evaluation methodology.
- Prepares internal reports for executive leadership, some of which include policy, evaluation, and implementation recommendations that may be confidential in nature.

### **Qualification Requirements:**

#### **Minimum**

1. A master's degree from an accredited college in a field related to the position **and** three (3) years of full-time progressively responsible professional experience in education administration in one (1) or more education-related areas, at least eighteen (18) months of which must have been in an managerial capacity; or
2. Graduation from an accredited college with a baccalaureate degree **and** four (4) years of full-time progressively responsible professional experience, as described in "1"; or
3. A satisfactory combination of education and/or experience which is equivalent to "1" or above including teaching experience towards meeting the general experience in "1" above; however, all candidates must have 18 months of managerial experience.

#### **Plus**

- Extensive data analysis experience using SPSS, SAS, R, or equivalent statistical package.
- Advanced Microsoft Excel experience, including Macros and VBA.
- Advanced scripting and querying skills in Microsoft SQL Server Management Studio.
- Advanced knowledge of data architecture and relational database management systems (RDBMS).
- Ability to conduct systematic analysis and develop solutions to complex data analysis problems.
- Ability to troubleshoot, problem-solve, and anticipate issues.
- Ability to manipulate, organize, and analyze large datasets.
- Ability to develop and follow research methodology and protocol.
- Ability to develop reports and charts based on research.

#### **Preferred**

- Graduate degree or PhD in statistics, education, public administration, or related field.
- Experience working with NYCDOE source systems (ATS, STARS).
- In-depth understanding of many aspects of education reform, policy, and implementation.
- Strong strategic detail-oriented thinking, stakeholder management experience, business case development experience, and experience managing the development and implementation of a project, or program at scale.

- Experience working on the fundamentals of assessment development, administration, evaluation and interpretation related to a variety of student assessment tools and data.
- Experience analyzing information to inform policy decisions and the making of programmatic decisions.
- Strong background in analysis, developing policy or program decision overviews and recommendations.
- Strong experience organizing, analyzing and presenting information from multiple sources in a concise and logical manner, both orally and in writing.
- Creative problem-solver, with the ability to perform independent, thoughtful analysis around important educational issues and proactively identify key issues and risks.
- Ability to use independent judgment to adapt and modify research concepts and approaches to specific projects.
- Attentive to detail, extremely well-organized and able to meet frequent and changing deadlines.
- Internal candidates preferred.

**Salary:** \$80,393+

(Internal candidates who are selected for this position and who currently hold comparable or less senior positions within the DOE will not make less than their current salary.)

**Please include a resume and cover letter with your application.**

**Applications will be accepted through November 9, 2015 until 3:00 p.m.**

**NOTE: The filling of all positions is subject to budget availability and/or grant funding.**

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