



# Center for Collaborative Education

*Transforming schools for student success*

## Research Consultant (Qualitative)

The Research, Evaluation and Policy (REP) team at the Center for Collaborative Education (CCE) is looking for a research consultant to help lead the qualitative component of a one-year research project on autonomous schools in Boston, including history and growth of autonomous schools sector, an examination of the impact of innovation and autonomy on student learning and engagement and on the district. This is a great opportunity for a researcher to gain experience on a small research team working in a collaborative environment. CCE conducts research that informs educational policy and practice to improve equity and student achievement. We also provide program evaluation and technical assistance to schools, organizations and institutions that need evaluation support to assess and improve their education programs. Both our research and evaluation studies use quantitative, qualitative and mixed methods. The consultant will work closely with the research team and report to the Senior Director, Research, Evaluation and Policy.

### Position Summary

The consultant will help manage the qualitative components of the research which includes communicating and working closely with study participants, developing interview and focus group protocols, conducting interviews and focus groups with educators, coding and analyzing qualitative data, drafting summary documents, troubleshooting challenges in the work, and ensuring the process moves forward in a timely fashion. The candidate also will participate in team meetings, regularly provide project updates and help write/draft sections of the study report as well as other publications and project deliverables. This is an ideal position for a post doc candidate with strong qualitative research skills who wishes to gain experience and expand their publication record. The position will run from December 2018 to October 2019 for an average of 20 hours/week with more and less intensive periods during that timeframe.

### Major responsibilities

The research consultant will have the following responsibilities:

- In collaboration with other members of the research team, develop qualitative tools, including semi-structured interview and focus group protocols, and data analysis plans
- Communicate directly with study participants and other study stakeholders to schedule data collection and follow-up, as needed
- Organize, lead and conduct focus groups and in-depth interviews with school leaders, teachers and other study participants
- Analyze qualitative research findings and interpret the results to identify themes, key findings, recommendations etc.
- Write sections of the study report, including the methods and results sections, as well as other deliverables
- Work closely with the Senior Director to ensure that project deadlines/schedules are met and provide regular progress updates

- Participate in regular team meetings (schedule to be decided)
- Interface directly with wider CCE program and administrative staff

PLEASE NOTE: This position will require local travel in and around the Boston area.

## Qualifications

- Master's Degree required and/or PhD in education, sociology, other social science or relevant field
- Knowledge of research methodology and experience conducting/leading mixed-methods or qualitative research, including developing interview and focus group protocols, conducting semi-structured interviews and focus groups and analyzing qualitative data
- Experience with survey software (e.g. Survey Monkey) and qualitative software packages (e.g. Dedoose, NVivo)
- Excellent collaboration skills and experience working as part of a team strongly preferred
- Demonstrated interest in urban education, public K-12 education and/or school design and previous experience conducting research in schools preferred
- Experience synthesizing complex information and translating it for a lay audience preferred
- Flexibility and experience managing research projects with ability to prioritize work load preferred
- Proficient with Microsoft Office products: Excel/Word/PowerPoint mandatory
- Demonstrated strong organizational, interpersonal and communication skills
- Excellent analytic and writing skills
- Attention to detail, accuracy and follow through
- Must be able to work independently, be highly productive, meet project deadlines, and work well as part of a team
- Ability and willingness to travel locally in and around the Boston area

Compensation: \$35-\$60/hour based on experience and qualifications

## To apply

Please submit a cover letter, resume, and relevant writing sample (no more than 5-7 pages- can be an excerpt from a longer piece) to [ashort@ccebos.org](mailto:ashort@ccebos.org). Review of applications will begin immediately and continue on a rolling basis until position is filled.

