

## Field Site Manager

1. Establishing a working relationship with both the District and school personnel responsible for implementation of Word Generation. Serving as the “go to” person for all implementation questions from the district or schools.
2. Creating a “presence” for the work in the District by visiting schools early in the school year, and occasionally thereafter helping to ensure the smooth implementation of the study.
3. Supporting the District’s efforts to distribute materials and collect pre- and post-test data. Transmitting data to the SERP research team.
4. Conducting on-site classroom observations of program implementation using observation protocols developed by the research team and/or hiring and overseeing classroom observers.
5. Participating in regular conversations with the SERP research team through scheduled conference calls, and reporting on implementation progress and problems.
6. Working directly with district and university partners to negotiate how programs related to math, science and literacy will be implemented so that the optimal outcome for all stakeholders is achieved.
7. Developing agendas for meetings, serving as SERP liaison at meetings, following-up on critical decisions made at meetings, communicating decisions from meetings with SERP, university partners, district partners
8. Development and customization of online collaborative workspaces
9. Solicited content for SERP publications (SERPress)
10. Develop data collection instruments for SERP workshops/events, analyze data from these events to understand their effectiveness and report out results to stakeholders
11. Attended local events to gather relevant information and keep national staff abreast of work. Built relationships with district and university partners that facilitated the gathering of information to inform SERP national staff.
12. Main writer for evaluation report on Oakland STEM initiative. Required development of plan for the evaluation, development of data collection instruments, data analysis, negotiation and consensus gathering of key stakeholders for a shared vision for evaluation, communication of findings with stakeholders, working directly with district staff to develop their capacity to continually evaluate work.