

1809 Educational Policy Analyst _Supervisor of Research

Definition: Under general administrative direction of the Assistant Superintendent of Research, Planning, and Accountability (RPA), functions as Supervisor in the department of RPA within the San Francisco Unified School District; develops research that enables SFUSD administrators to make data-driven decisions and produces research on shortened timelines through the development and supervision of the SFUSD Action Research team staffed by Stanford University doctoral students; executes applications, approvals, and the necessary relationship-building needed to support research between Stanford University and SFUSD; communicates internally, locally, and nationally about the process and accomplishments of the SFUSD Action Research Team; in compliance with applicable federal, state and local laws, rules and regulations related to specific funding sources and strategic goals of SFUSD; and performs related duties as required.

Supervision exercised: May supervise and coordinate the work of academic, clerical, and technical staff assigned to assist in designated projects.

Examples of Important and Essential Duties:

1. To develop research that enables SFUSD administrators to make data driven decisions and produces research on shortened timelines, the Supervisor of Research will
 - a. Coordinate and supervise research conducted by the internal SFUSD Action Research Team which will be staffed by Stanford University doctoral students;
 - b. Co-author and proof research briefs and organize logistics of reports, publications, and presentations from the SFUSD Action Research Team to a committee of SFUSD administrators led by Deputy Superintendent of Instruction, Innovation and Social Justice and Assistant Superintendent of Research, Planning, and Accountability. The committee will meet on a monthly basis;
 - c. Explain implications from research stemming from the SFUSD Action Research to support SFUSD administrators understanding of research and facilitate data drive decision-making;
 - d. Develop a dialog about research and implications for decision-making with SFUSD administrators through monthly and one-on-one meetings;
 - e. Expand the SFUSD's Action Research Team's members and Stanford advisors' knowledge of real world practices in SFUSD to facilitate more robust research used in data driven decision-making;
 - f. Negotiate the scope of work and publications between the Stanford University Doctoral Students on the Research Team, their advisors at Stanford, and the SFUSD research department.

2. To execute the applications, approvals, and necessary relationship-building needed to support research between Stanford University and SFUSD, the Supervisor of Research will:
 - a. Supports Stanford University professors in completing the SFUSD research application process and agreements;
 - b. Maintain proper agreements between Stanford and SFUSD;

- c. Maintain channels of communication and relationships between Stanford professors and SFUSD administrators in regard to research projects.
3. To communicate internally, locally, and nationally about the process and accomplishments of the SFUSD Action Research Team, the Supervisor of Research will:
 - a. Present and write about the SFUSD Action Research Team to internal, local, and national audiences;
 - b. When appropriate, support the SFUSD Action Research Team members and SFUSD research department when sharing about work between Stanford University and SFUSD at internal, local and national venues.

Job-related and Essential Qualifications:

Knowledge of: Federal, state and local legislation, including San Francisco Board of Education policies and administrative provisions and California Education Code; California Department of Education program guidelines and advisories; state and federal funding programs; of quantitative and qualitative research methodologies; the body of research conducted by Stanford University professors; SFUSD strategic plan; the necessary permissions and documentation needed to conduct research in a large urban district; the organizational structures and relational dynamics of SFUSD and Stanford Graduate School of Education (GSE).

Ability to: Design, implement, monitor and evaluate educational programs in compliance with relevant legislation and funding guidelines; conduct research, analyze data and prepare recommendations for program development or modification; prepare comprehensive narrative and statistical reports; interpret and apply complex rules, regulations, policies and procedures; develop and conduct professional development programs necessary for effective program implementation and evaluation (specifically of high-leverage projects/programs approved by the SFUSD board); communicate effectively, both orally and in writing; establish and maintain cooperative relationships with diverse groups and individuals, including district administrative staff and employees and Stanford University doctoral students and professors acting as advisors to the doctoral students; train and supervise doctoral students; establish and manage priorities, processes and procedures related to a research team; work independently; establish and maintain appropriate project deadlines; manage multiple projects; communicate effectively orally and in written form; exercise sound judgment, model norms of behavior that reflect high expectations for staff, students, and community members

Experience and Training Guidelines:

Baccalaureate degree in Education, Public Policy, Public Administration or related field; and two years of professional level experience in program administration and/or policy analysis in an educational setting.

Desirable:

- PhD degree in Education, Public Policy, Public Administration or related field is preferred;
- Three years of professional level experience in program administration and/or policy analysis in an educational setting, ideally in a university or research institution; publication in peer-reviewed journals and presentations at national conferences.