



CALIFORNIA  
EDUCATION  
PARTNERS

**Job Opening:**  
**Stanford/SFUSD Partnership Program Associate**

**THE ORGANIZATION**

Founded in 2011, California Education Partners is an education reform non-profit organization with the mission of seeding and growing partnerships between California's school districts so that they innovate and build internal capacity as learning organizations. Our long-term goal is to identify, test, and replicate the most effective supports, structures, and strategies that drive dramatic district improvement through district-to-district collaboration. Our programs include the California Office to Reform Education (CORE), Math in Common, a Charter-District Leadership Network, and others. For more information about the organization, please visit [www.caedpartners.org](http://www.caedpartners.org).

The Stanford/SFUSD partnership supports and promotes innovative, practical research, and engages practitioners, policy makers, and academics in a dialogue about research findings and implications for research-based decision-making. Stanford and SFUSD formalized their partnership in 2009, and the two institutions have since established strong relationships. At any given time, there are between 25-30 active Stanford projects in SFUSD, and the partnership has a library of about 60 different publications and products associated with partnership work. The partnership helps San Francisco acquire, interpret, and utilize research, and enables Stanford to learn from real world practices taking place in San Francisco's schools, with the goal of improving student academic and behavior outcomes in San Francisco and beyond, with special attention to improving outcomes for underserved students.

We seek a **Program Associate** to work closely with the Partnership Director staff to manage the community's work, both by facilitating and developing content for in person-meetings, coordinating expert support of the districts' work, and ensuring effective communication, documentation, and resource development among the districts, both in person and online.

**POSITION DESCRIPTION**

The Program Associate will help manage events including the annual meeting and monthly presentations on Stanford research at both Stanford and SFUSD. Additionally, the Program Associate will keep track of progress of the work by maintaining an online archive of past projects and their research findings and would help report the findings in regular communications from the partnership. The Associate will also help the Partnership Director with general knowledge management tasks, including writing of policy briefs, maintaining the partnership website, and regularly updating Stanford/SFUSD partnership project map.

## **RESPONSIBILITIES**

The Program Associate will support the SFUSD and Stanford participants and the Partnership Director in tasks including but not limited to:

- coordinating work between multiple organizations in the sectors of academia, public education, and/or educational policy;
- facilitating projects involving the research design, implementation and writing research;
- working with district administrators and university professors to operationalize joint projects, document and discussing research findings, and translating research findings into implications for practice;
- planning logistics for partnership events; and
- summarizing research findings for a broad audience.

## **SKILLS**

- Skill in reading and interpreting technical research and data in education for a broader audience;
- Experience working on a team supporting a school district's use of research during decision-making and/or university professors working closely with practitioners;
- Ability to maintain collaborative relationships with diverse individuals and groups in the education sector;
- Skill in writing content for an academic and practitioner audiences; in translating academic journal articles into practitioner friendly language; and managing web and news content for a partnership.
- Knowledge of the body of research conducted by Stanford University professors; SFUSD district priorities; the necessary permissions and documentation needed to conduct research in a large urban district; the organizational structures and relational dynamics of SFUSD and the Stanford Graduate School of Education;
- Ability to establish and manage priorities, processes and procedures while working on a team; work independently; establish and maintain appropriate project deadlines; manage multiple projects; work with a variety of individuals and groups from both academia and practice; communicate effectively orally and in written form; exercise sound judgment, model norms of behavior that reflect high expectations for staff, students, and community members;

## **QUALIFICATIONS**

- B.A. in education, social sciences, public policy and/or related discipline; M.A. preferred;
- Passion for educational equity, innovation, and district-to-district partnership building;
- Excellent written, oral, and interpersonal communication skills;
- Interest in the intersection between practice and research;
- Experience as a teacher or administrator in a public school setting;
- Demonstrated ability to work independently, collaboratively, and to meet deadlines; and
- Ability to travel throughout the state of California.

TO APPLY: Please send a letter of interest, resume, and three professional references to [natasha@caedpartners.org](mailto:natasha@caedpartners.org) with the email subject: Stanford/SFUSD Partnership Program Associate by April 15<sup>th</sup>, 2014.