

Director, Data and Research

FLSA Classification: Exempt

Reports to the Vice President

About the Organization

The Jacksonville Public Education Fund (JPEF) is an independent nonprofit organization dedicated to powering the potential within and around our public schools by sparking innovation, relationships and resources. Through collaboration with the community and Duval County Public Schools, we envision a future when *all* students have the opportunity to attend high quality public schools and graduate ready for college, a career, and life. To achieve that end, JPEF is focused on achieving four interrelated goals:

1. Partnering with Duval County Public Schools to strengthen its efforts to build a system and culture that attracts, supports and retains excellent people.
2. Elevating and empowering excellent teachers with leadership opportunities beyond the classroom to improve retention, school culture, and skills transfer to other teachers.
3. Increasing knowledge and defining opportunities for elevating and growing the pool of exceptional school leaders.
4. Activating parent, caregiver and neighborhood voices to inform, advocate for and support excellent teachers, school leaders and positive school culture.

JPEF has a highly engaged and diverse board, significant fiscal resources and talented staff to drive the work of the organization. The fast-paced and entrepreneurial organization has a decade-long track record of helping the school district to significantly improve outcomes for kids through innovative, community-focused, and data-driven solutions.

Position Summary

As JPEF leverages data and research and civic voice to guide its work, the Director, Data & Research will play a critical role on the organization's program team, guiding significant research and data analysis projects. The director leads the evaluation of a school leadership initiative that will determine the effectiveness of executive coaching and schoolwide programming to improve predetermined outcomes in (1) school climate and culture, (2) teacher recruitment, development and retention, (3) family and community engagement and (4) leadership and management. The director will also analyze other policy and data as needed to make updates to the organization's public-facing tools and resources and to inform various internal and external stakeholders. As JPEF works to power the potential in and around local public schools, the director will lead the charge to enhance JPEF's data tools in ways that will equip teachers, school leaders, parents/caregivers and other community advocates working to improve education in Jacksonville.

Reporting to the Vice President, the director will work closely with other Jacksonville Public Education Fund staff members to advance overall program goals and strategy; ensure the alignment of our efforts; engage in collaborative learning, planning and action; measure impact and make continuous improvements. A successful candidate will bring strong quantitative and qualitative analysis; program management and evaluation; organization, communication and interpersonal skills; as well as significant experience, training and interest in education policy and data management systems.

Responsibilities

- Lead JPEF's data and research efforts to inform and learn from education stakeholders and advocates, including the school leadership initiative and subsequent analysis on (1) school climate and culture, (2) teacher recruitment, development and retention, (3) family and community engagement and (4) leadership and management.
 - Partner with Duval County Public Schools, the Florida Department of Education, the U.S. Department of Education, institutions of higher education, businesses, community partners and innovators across the nation to conduct research and analyze data.
 - Access data provided by Duval County Public Schools, the state of Florida's Education Data Warehouse, Florida Department of Employment, Institute of Education Sciences, National Center for Education Statistics, National Student Clearinghouse and more.
 - Develop and execute broad data sharing agreements as needed.
 - Compile and synthesize data (quantitative and qualitative, primary and secondary), evaluate local, state and national programs/ models as needed to make evidence-based recommendations for improvement.
- Lead development and administration of interviews, focus groups, surveys, observation protocols and other instruments for data collection as necessary.
- Produce and/or collaborate with colleagues to produce various deliverables (*e.g.*, one-pagers, white papers, policy briefs, reports, blog posts, newsletter articles, videos, etc.) to disseminate research findings to targeted audiences. Effectively represent JPEF's messaging and brand while—
 - Sharing data and research findings with key education stakeholders during a wide variety of meetings, trainings and presentations.
 - Contributing to the local, state and national dialogue on urban school system reform through participation in select committees and networks and relevant conferences.
- Provide internal expertise to help analyze the effectiveness of policies and programs implemented or supported by JPEF, including providing consulting support and helping to design and evaluate new JPEF initiatives (*e.g.*, Parents Who Lead, The EDDYs Experience).
- Lead and/or support other data and research projects and contracts as needed/as they emerge, (*e.g.* JPEF's annual Education Perceptions Poll)
- Develop and report on data regarding a series of long-term indicators of educational success at the district and school levels. Collaborate with external contractor(s), internal colleagues, and district personnel to facilitate regular updates and lead projects to develop strategies to enhance web-based data tools (*e.g.*, *School Facts Jax*), focusing on quality assurance of data and stakeholder needs.
- Create and manage policies for data storage, security and destruction.
- Actively participate in internal meetings, work sessions and retreats with a focus on collaborating cross-functionally, strategizing and evaluating effectiveness.
- Support other program efforts as overall JPEF strategies or priorities dictate.
- Provide regular reports analyzing progress against initiatives and goals.

Qualifications

Education/Career Experience

- Ph.D., Ed.D. or doctoral degree candidate strongly preferred. Master's degree in education, sociology,

psychology, public policy, public health, program evaluation, or related field required.

- Extensive skills in quantitative and qualitative educational research methodology.
- Demonstrated experience (at least three to five years) in the design and implementation of ongoing quantitative and qualitative research projects.
- Experience drawing from data and prior knowledge to develop insightful conclusions and strategic solutions.

Additional Skills, Knowledge and Abilities Required:

- Significant knowledge of K-12 education policy and data systems with some knowledge of Florida's education data system.
- Very strong writing and public presentation skills, including the ability to provide compelling, detailed, data-driven answers to questions about education policies.
- Comfortable building and analyzing complex statistical models using statistics software packages (e.g. SPSS, Nvivo, Tableau).
- Excellent planning, management and evaluation skills.
- Strong organizational skills with the ability to manage multiple projects simultaneously, prioritize deliverables and handle unanticipated demands and requests.
- Excellent interpersonal skills, a collaborative style, ability to engage colleagues at all levels.
- Comfort and experience with Microsoft Office, Google Apps (e-mail, calendar, documents) and online communications (Facebook, Twitter, etc.)
- Maturity and confidence to work internally and externally with various leaders, partners, staff and consultants to support the organization's efforts.

Additional Qualifications

- Clear commitment to the importance of providing a high-quality public education for all students in Jacksonville, particularly historically underserved student populations.
- Ability to work effectively in a fast-paced, deadline- and goal-driven organization.
- Excitement and openness to continued learning and development.

Salary and Benefits

Salary for this position starts at \$70,000 per year and depends on prior experience. In addition, a comprehensive benefits package including employer-paid health, dental, vision and life insurance is included, along with a matched 401(k) retirement plan.

Commitment to Diversity

The Jacksonville Public Education Fund encourages individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

How to Apply

Please submit a cover letter and résumé in PDF format to jobs@jaxpef.org with the subject line "Director, Data and Research." Applications will be reviewed on a rolling basis.