Job Description: Associate Director, Research Practice Partnerships

Under the direction of the Director, the Associate Director, Research Practice Partnerships assists with the overall execution of all Research Practice Partnership activities and directly manages one research practice partnership by supporting districts leaders and researchers through:

- Research inquiries related to a shared research agendas;
- Engagement and relationship building needed to support the partnership activities, and;
- Building mindsets, vision, and approaches to decision-making needed to support a partnership culture.

The Associate Director also contributes to cross-organization work by working collaboratively with other staff to advance program and organizational goals, and participate in the RPP learning community supported by our organization. The Associate Director will also be expected to spend time researching and documenting the work in the research practice partnership, both the leadership moves and implementation challenges, as well as examination of evidence for reflection and analysis.

Competencies Expected of Associate Directors:

Programmatic competencies

- Use strategic thinking to translate ideas and concepts from research and/or practice/policy into concrete actions and plans, and anticipate long term challenges and trends to develop appropriate strategies
- Keep up to date on relevant research, policy and best practice related to research practice partnerships and assist with data collection, reflection strategies, and use of evidence for internal improvement efforts
- Model for district leaders approaches for access and using research in decision-making and modeling for researchers ideal approaches for developing research questions and research projects in partnership with district leaders
- Coach others to learn from one other by helping district leaders and researchers define their shared research agenda, monitoring progress on the research, engaging on a formative level with research findings and co-presentation of research findings
- Create conditions for district leaders use of research in their decision-making through helping them form researcher partnerships, engage in research projects, integrate research findings into their day-to-day work and district-level plans and reports through hallway conversations and strategic meetings
- Create conditions for researchers to produce useful research which may including running a funding program to support partnership work and coaching researchers during project conception and formation about their interactions with district leaders

Professional competencies

- Foster an environment that develops strong relationships and trust with and among participants and creates inclusive space for conversation about research
• Deep expertise in teaching and educational leadership and a keen ability to read and make use of challenging research-based ideas on teaching and leading
• Feels comfortable being in an audience of district administrators and/or researchers, and will effectively read that audience, knowing when to lift up, or step back and promote the ideas of others
• Embody the principles of collaborative leadership by striving for excellence, expecting from self what is expected from others, taking personal risks in the work and ensuring that the work is meaningful for participants and for the students and communities they serve.
• Exhibit confidence, credibility, composure and humility, prioritizing and communicating consistently even when under pressure
• Lead in a manner so that all feel their views are heard and considered while exhibiting a willingness to address mistakes and to say, “I don’t know, but I want to find out”
• Promote and inspire collective commitment by giving and receiving actionable, productive feedback and modeling productive relationships, high morale and a relentless focus on mission

Key Areas of Responsibility Include but are Not Limited To:

Program Leadership – 70%

Directs the Stanford-Sequoia K-12 Research Collaborative

• Directs the operations of the research practice partnership including:
  o Project negotiation
  o Researcher and practitioner engagement
  o Knowledge management and communications both in print and online
  o Event planning and management
  o Researcher and practitioner relationship management
• Matches researchers and practitioners based on their interests and compatibility and helps them navigate and negotiate the initial phases of a partnership project
• Updates and coaches partnership participants through the skills, knowledge, mindset and culture needed for engaging throughout a partnership project
• Supports proposal development, review and approval process for research within the partnership, and in some cases, help leaders award funding to these proposals
• Cultivate opportunities for researchers and practitioners to co-present within their organizations and at national conferences
• Support each project within the partnership through each phase of development and execution, which could include managing parts of research projects, sub-networks of districts and/or districts departments working with researchers
• Summarizes research in briefs and tracks project development and project management using online tools like Asana, Salesforce, and Confluence
• Negotiates, maintains, and coaches the leaders of the research and practice institutions through the process of establishing institutional agreements about data and research, cultivates the partnership vision, goals and research agenda, and continuous improvement and evaluation of the partnership
• Plan, organize and execute three convenings of the partnership, which includes all communication, logistics, agenda development, materials and operations
• Plans, organizes and manages ongoing in person and virtual engagement of participants
• Identifies, collects and analyzes the impact of the research on the students and communities being served by the districts in the partnership
Cross-organizational Support and Learning – 20%
Supports cross organization work by participating in the RPP learning community within California and acting as thought partners to leaders of other RPP organizations support by [name of RPP organization]

- Help plan, operationalize, and participate in a research practice partnership learning community within California
- Consider evidence on the research practice partnership directly lead, and use it for continuous improvement and planning process

Writing for Publication – 10%
Write about process, implementation, and learning from research practice partnership work (10%)

- Write a minimum of one article a year about the process and implementation of the research practice partnership work for a peer reviewed journal or practitioner facing publication

Duties and responsibilities may change. All California Education Partners employees are encouraged to be flexible and responsive to changes in scope of duties.

Desired qualifications:
- Minimum of 5-years experience in policy, measurement or a related field
- Candidates with PhD in education, policy, measurement or a related field preferred;
- Leadership experience in a research practice partnership or related high-level district/university programs experiences;
- Must live in or be willing to relocate to the Bay Area.

To apply to this job, please send a cover letter and resume to jobs@caedpartners.org.