



**Director of Research
Center for Learner Equity**

Full-Time Remote Opportunity (40 Hours Per Week)

\$100,000 to \$110,000 Annually

Application Deadline: Open until filled with first application review on May 1, 2024

Anticipated Start Date: July, 2024

The Center for Learner Equity (CLE) seeks a strategic and experienced research professional to join our team as the Director of Research. Reporting to the Executive Director, CLE's Director of Research is key to our organization's success. Love researching and analyzing problems? This role requires someone with solid and advanced research experience, with an emphasis on qualitative research, which they can lean on to identify complex problems, develop a research approach, collect data, synthesize findings, and manage a team of research collaborators. A strong candidate will love partnering with people and organizations, supporting them in identifying what's important, and guiding them toward understanding the best possible solutions. This critical thinker must be able to wear multiple hats and love to move seamlessly between projects to contribute to the dynamic work of CLE's Research and Programs Teams. All organization members participate in and support organizational standards that align with our culture of Diversity, Equity, Inclusion, Accessibility, and Belonging! Qualified candidates from various backgrounds, including individuals with disabilities, are highly encouraged to apply.

About The Center for Learner Equity

The Center for Learner Equity is working to ensure that public schools- both within the charter school sector and beyond- are designed for inclusivity and equity. When we improve access and outcomes for students with disabilities, all students benefit.

Mission

We are committed to catalyzing student success and eradicating the complex, pervasive, and systematic barriers that prevent students with disabilities from accessing quality educational opportunities and choices, robust support, and inclusive environments.

Vision

All students with disabilities are respected, learning, and thriving.

Values

- **Authenticity** in that...we strive to be true to our organizational beliefs, values, and spirit, regardless of the pressure we may be under to do otherwise. Authenticity requires that our actions align with our values and ideals.
- **Boldness** in that...we encourage ourselves and others to take risks, commit to high expectations, and show commitment to making positive change for students with disabilities.
- **Dignity** in that...we believe in and protect the right of a person to be valued and respected for their own sake, simply because they are.
- **Equity** in that...we recognize each person has different circumstances and needs, meaning

different groups of people need different resources and opportunities allocated to them to thrive.

- **Inclusivity** in that...we create spaces intentionally designed with and for people at the margins so that all may feel they can thrive and belong.

Position Information

We strongly encourage applications from members of underrepresented groups and people with diverse life experiences. Our differences are what make our team great. Join us to perform impactful work while experiencing true workplace belonging.

Specific Responsibilities

- Scope, Plan, Conduct or Lead Research (50%)
 - Scope, plan, and conduct applied research and data collection, analysis, and synthesis using various scientific methods.
 - Identify and manage the Research Team and external research consultants to support projects that require additional capacity or expertise.
 - Complete additional duties as assigned to support projects across the organization.
 - Develop a nuanced understanding of the policy and practice issues that influence the education of students with disabilities.
 - Plan, draft, edit, and finalize publications, such as case studies, white papers, conference presentations, and project summaries.
- Project and Team Management (20%)
 - Manage a portfolio of projects, each at different stages of the research process.
 - Partner with stakeholders to identify research, communicate progress effectively, and synthesize results, including anticipating clients' needs.
 - Mentor, train, and coach the Research Analyst.
 - Identify opportunities to collaborate across projects and teams.
 - Develop project plans and supervise staff supporting projects.
- External Engagement (10%)
 - Maintain a long-term research agenda aligned with the strategic plan and stakeholder feedback to inform funding requests.
 - Participate in funder solicitation and project update meetings.
 - Present research and projects at conferences and similar events.
- Organizational Activities (15%)
 - Participate in all-staff activities such as meetings, retreats, training, and social activities.
 - Facilitate or participate in ad hoc working groups to improve CLE policies, systems, and practices.
 - Identify and participate in professional development opportunities such as skill-based training, review of literature and media about students with disabilities and disability rights, and workshops on research practices, communication, and implementation.
 - Maintain accurate records of time, expenses, and engagements.
 - Attend and present at the CLE-organized events and convenings, and proactively build relationships and network with key research partners
 - Travel as needed for project work, meetings, and conferences.
- Other Duties as Assigned (5%)
 - Completion of additional projects as needed to support larger organizational goals. This is flexible and may change from year to year.

Qualifications and Competencies

- A deep belief in the potential of ALL students to learn and thrive, a desire to honor the dignity of all students to gain independence, and a commitment to inclusion of all students with disabilities with their non-disabled peers
- Advanced degree preferred or evidence of significant experience leading research efforts or

equivalent working experience that provides the level of subject expert knowledge and experience needed to complete the functions of the role

- Minimum of seven (7) years of professional work experience in the field of research with a focus on qualitative research.
- Minimum of five (5) years supervising and developing professionals at various stages of their careers.
- Extensive experience working in the field of K-12 education is required; experience in the charter, special education, or non-profit sectors is preferred.
- Extreme attention to detail and strong analytical skills.
- Strong interpersonal skills (e.g., communication, teamwork) and personal effectiveness skills (e.g., independent decision-making, time management)
- Exceptional communication, writing, project management, and strategic thinking skills and commitment to continuously improving these skills.
- Deep understanding of applied research, data collection techniques and analysis, and statistics.
- High proficiency with technology and the utilization of online meeting platforms
- Ability to be flexible and adapt.
- Ability to build rapport with internal and external partners, demonstrating empathy.
- A high degree of professionalism
- Ability to multi-task and work in a changing environment with minimal supervision

Organizational Standards

At CLE, we care deeply about our work and equally as much about how we do it. How we demonstrate our values, collaborate with and support one another, and communicate about our work all contribute to our organizational standards.

- Hold a high standard for self and work products.
- Ability and openness to building relationships with individuals with diverse experiences and across lines of difference in a professional setting.
- Comfort with ambiguity and engaging in brainstorming regarding organizational strategy as well as how to tackle a specific research question.
- Commitment to anti-ableism and knowledge of policies and practices for educating students with disabilities.
- Comfort working individually and collaboratively.
- Ability to travel up to 15%, including travel to all-hands meetings and with partners.
- Proficient in Google Chrome and Google Apps, as well as technical proficiency and ability to quickly learn new software programs to collect, manage, and analyze data.

Location and Travel

CLE staff work remotely from the continental United States. Locations of events and retreats are commonly in the Washington DC area, so there is a preference for candidates who can readily travel to this region. Staff are supported in creating a flexible working schedule. To maximize collaboration, team members generally work on Eastern Time.

CLE staff are expected to travel for organizational events, retreats, and conferences. Extended travel may be required with advanced notice. Travel days may involve working after hours as needed to meet business needs.

Compensation

CLE offers a competitive total rewards compensation package. Depending on qualifications, this position has an annual Hiring Salary Range of \$100,000 to \$110,000. CLE encourages and supports a healthy work/life balance. Employees receive fifteen (15) paid vacation days, ten (10) paid health and wellness days, and thirteen (13) paid holidays annually. In addition, employees receive an annual health

insurance stipend of \$10,000.12, a monthly technology reimbursement of \$80.00 for using a personal cellular phone and home internet for business purposes, and an annual travel stipend of \$275.00 for discretionary travel expenses such as TSA Pre-Check. CLE also offers a 401k plan that matches employee contributions at one hundred percent (100%) up to four percent (4%) of salary.

The incumbent will be able to pass a criminal background check, degree and credential verification, open source intelligence check, and reference check. Upon starting, employees must engage in Child Safeguarding training.

Please submit a resumé and cover letter to humanresources@centerforlearnerequity.org with the subject line: Director of Research - Candidate Name. If you need support of any kind while submitting your application materials, please contact our HR team at the email address above.

CLE is deeply committed to Diversity, Equity, Accessibility, Inclusion, and Belonging.

CLE is committed to cultivating and preserving a culture of belonging, inclusion, and connectedness. We can grow and learn better together with a team of employees who reflect the varied communities and organizations we serve, for example, people with disabilities and Black and Latine people with disabilities who face heightened discrimination in the school system. Representation is important. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our workplace culture but is integral to the success of our work. Our employees demonstrate these values. In recruiting for our team, we welcome the unique contributions that applicants can bring in terms of their education, opinions, culture, creed, ethnicity, race, disability, spoken and unspoken language, sex, gender identity and expression, sexual orientation and beliefs, nation of origin, age, veteran status, color, and religion.