

Nothing makes a bigger impact on a child's schooling than their teacher.

How would our world be different if every student had an exceptional one?

GENERAL SUMMARY

The mission of Alder Graduate School of Education (Alder) is to create opportunity and to cultivate success for every student by recruiting and educating excellent teachers and leaders who reflect our schools' communities.

We offer a teacher residency program that provides students with the opportunity to earn a Master's degree and teaching credential in one year and an apprenticeship with an experienced mentor teacher four days a week in a partner K-12 school. Since 2010 we have educated over 200 teachers across California and Memphis, and data show that our graduates are more effective as teachers, stay in the profession longer, and their demographics more closely mirror those of the K-12 students they serve than other teachers'.

As we grow and scale to new K-12 school systems, managing the quality, accuracy, and consistency of our data becomes increasingly important for effective decision making. We are looking for a Director of Institutional Research who will serve as the driver of Alder's institution-wide data strategy in order to support strategic planning, academic programming, and fundraising, among others. This is a mission-critical position: the ideal candidate will be a strategic and analytical individual with deep technology and data management expertise. We are looking for somebody who is excited about the opportunity to make a lasting impact on the teaching profession and is willing to roll up their sleeves and get to work.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reporting to the Chief Operating Officer and working closely with the Alder GSE team to support the mission, vision, and core values of Alder GSE, the essential responsibilities of the Director of Institutional Research include:

PLANNING

- Develop and implement Alder's institutional research plan including robust student-level information on academic and enrollment behaviors and student satisfaction
- Participate in the university's strategic planning efforts
- Assist with regional and program accreditation efforts
- Coordinate institutional benchmarking studies
- Maintain up-to-date information on current policy issues and trends regarding assessment, accountability, and institutional effectiveness

EXTERNAL AND INTERNAL REPORTING

- Collect, analyze, interpret, and report institutional data to a variety of constituencies
- Coordinate the completion of all required state, federal, and funder reports
- Respond to internal and external requests for data, including ad hoc requests

DATA MANAGEMENT AND TECHNOLOGY SUPPORT

- Provide leadership regarding data management and technology support issues
- Vet, select, and implement data repository platform(s)
- Work collaboratively with all departments and K-12 school partners to ensure the integrity and consistency of data in Alder's data systems

RESEARCH AND DEVELOPMENT

- Conduct comprehensive studies on organizational target outcomes such as recruitment, retention, and completion, disaggregated by demographic and other variables
- Design and implement studies associated with the university's institutional effectiveness efforts
- Develop and implement surveys and analyze data as needed to support institutional planning, assessment, and other activities
- Support faculty in the design and execution of surveys and other evaluation instruments in support of ongoing evaluation and effectiveness projects

QUALIFICATIONS

1) Required knowledge, skills, and abilities:

- Outstanding communication skills
 - Ability to communicate data relationships clearly to all audiences
 - Skilled collaborator
 - Capacity to build strong relationships within the school community, including with Alder's school partners
- Deep understanding of higher education issues
 - Clear understanding of different roles within the institution
 - Awareness of external pressures that an institution faces
 - Ability to predict institutional need
- Technical and data management skills
 - Statistical software experience (e.g. SAS, SPSS, and R)
 - SQL or additional query skills for extracting data from campus systems
 - Microsoft Office
 - Data management ability (e.g. familiarity with Oracle databases)
- Analytical skills
 - Background in social science research methods (i.e., experience with gathering and reporting data)
 - Ability to understand and interpret data, both qualitative and quantitative
 - Detail-oriented and willing to spend the time to ensure accuracy
- Enthusiasm for Alder's mission and vision
 - Belief that education transforms lives and that every student deserves the opportunity to go to college
 - Passion for graduate schools of education and their communities

2) Educational level required:

- Minimum Level: Master's degree with graduate coursework in statistics, research design and analysis, assessment and program evaluation techniques, technical report writing, and survey methods

3) Experience required:

- Five or more years of experience and success in research design, methodology, and statistical analysis
- Expertise in survey design and administration
- Experience with complex relational databases
- Previous higher education administrative experience
- Knowledge of procedures involved in handling sensitive data including survey responses and personally identifiable information

If you are interested, please submit your application here:

<https://www.tfaforms.com/4651250>