



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Education Research Analyst Division of Data, Assessment, and Research

General Information

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. Within OSSE, the Division of Data, Assessment, and Research is responsible for using data to measure and communicate student success. We strive to develop data and measurement systems and resources, produce actionable data, and to conduct research that increases the capacity of our stakeholders to initiate and drive policy decisions and implement and evaluate successful programs that support the improvement of students' educational opportunities and outcomes.

The Office of Research, Analysis, and Reporting (ORAR) team partners with divisions within OSSE across the PK-20 spectrum as well as our LEAs and other agencies across the District to promote the quality and transparency of education data and to inform policy and practice. The education research analyst will serve as a policy and research expert concerning school discipline and culture. The education research analyst will employ rigorous research techniques, including quantitative and qualitative methodologies, to evaluate and implement practices across the District and provide specific recommendations concerning these policies and practices as well as drive continued research.

Duties and Responsibilities

The education research analyst will analyze relevant national and local trends in school discipline and culture and remain current with current research methodologies and best practices. The research and policy associate will collaborate with relevant internal and external stakeholders to promote data-driven decision making and the strategic use of data to promote equitable evaluation of education programs.

Additionally, the incumbent will: 1) perform quantitative and qualitative analysis that informs practice and policy; 2) project manage data requests and analytical projects in the portfolio of school discipline and culture; 3) develop the technical skills, leadership, and education policy knowledge other analysts on the team; 4) ensure the accuracy, timeliness, and completeness of the data they provide by following established quality assurance (QA) procedures; 5) documents, adhere to, and improve the efficiency of standard operating procedures, business requirements and rules, and technical specifications; 6) serve as an expert on research design and methods; 7); write and edit policy briefs and analyses for various audiences (e.g., District Council, agency leadership, the public, etc.); 8) collaborate

with internal and external stakeholders and research partners, as appropriate, to plan and execute research projects and promote data-driven decision making; 9) advance OSSE's research agenda by proposing research studies; 10) handle confidential data securely; 11) remain current with education policy issues related to school discipline and culture and relevant research methodologies; 12) support data transparency and use and generate reports and data visualizations that help stakeholders and the public understand policy and research initiatives concerning school safety and exclusion; 13) promote the office's role within the education research community by representing the office in meetings with education professionals, policymakers, and representatives in support of the office's mission; and 14) perform other related duties as assigned.

Qualifications and Education

Education research analysts in ORAR demonstrate: 1) concision and clarity in verbal and written communication (for both technical and non-technical audiences); 2) advanced knowledge of education research theory, principles, and practices; 3) advanced knowledge of education policy; 4) knowledge of advanced statistical techniques and software packages (e.g., Stata, R, SQL) and the ability to teach those skills to others; 5) advanced project management skills and experience; and 6) commitment to diversity, equity, and inclusion in all aspects of the work.

Interested applicants should email resume and cover letters to OSSE.Talent@dc.gov. Please list the subject as "Education Research Analyst"