



POSITION ANNOUNCEMENT: Evaluation Coordinator, NYC

Every school . . . safe, supportive, engaging, and inspiring.

About Center for Supportive Schools (CSS)

Founded in 1979, the [Center for Supportive Schools \(CSS\)](http://www.supportiveschools.org) is a national education organization that is driven by the vision that *one day, all children will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment*. Our vision is threatened by the crisis of disengagement in our nation's schools, a crisis at the root of students dropping out of school and other high-risk behaviors. Some studies have found that between 40-60% of students are chronically disengaged from daily school life, as evidenced by losing interest in school and essentially giving up on trying to learn, achieve, and acquire new skills.

- ***What we do.*** CSS solves for the disengagement crisis by helping schools become places students want to be. We leverage the resources already in schools to create safer and more supportive, engaging, and inspiring learning communities. Our work engages students as leaders, mentors, and educators who team up with faculty and staff to create vibrant learning environments.
- ***Who we serve.*** CSS currently impacts 45,000 students annually with our programming. We are a national organization with a significant presence in Delaware, Maryland, New Jersey, New York City, and North Carolina, among other regions. While our programming is applicable to every middle school and high school in the country, most of our work is focused on economically disadvantaged communities since this is where the consequences of youth disengagement can be most devastating.
- ***Our impact.*** Our work has been shown to improve the graduation rates of student participants by nine percentage points. We have also demonstrated improvements in attendance, discipline, and social and emotional skills.

Our solutions include:

- ***Peer Group Connection (PGC):*** an evidence-based, school-based program that supports and eases students' successful transitions into middle and high school by tapping into the power of older students to create a nurturing environment for incoming students.
- ***Teen Prevention Education Program (Teen PEP):*** an evidence-based, school-based program that utilizes peer-to-peer education to increase responsible decision-making among students around issues of sexual health.
- ***Achievement Mentoring (AM):*** a school-based prevention and intervention program, developed by Dr. Brenna Bry, that pairs adult school staff with students in one-to-one mentoring relationships proven to reduce problem behaviors and improve academics among students at risk of dropping out of high school.
- ***Campaign Connect/Community Schools:*** a comprehensive, data-driven and relationship-based approach to engaging the school community in coordinated initiatives designed to improve student outcomes.

CSS is a fast-paced, collegial, and team-oriented environment where each staff member plays a critical role in changing life trajectories for students and transforming school cultures.

For more information about CSS, visit: www.supportiveschools.org.

Position Description

Title: Evaluation Coordinator, NYC

General Position Description: The Evaluation Coordinator, NYC is a member of the CSS national team and will work in close collaboration with CSS's NYC-based team to lead data collection and communication efforts in support of all of CSS's solutions. The Evaluation Coordinator, NYC will conduct evaluation, research, and continuous improvement projects through data entry and analysis, database management and maintenance, active participation as a thought-partner to determine evaluation best practices and new areas of growth, and communication of findings to internal staff, partner schools, and other stakeholders. Additionally, the Evaluation Coordinator, NYC will coordinate a strategy for actively engaging veteran school partners to track individual school progress, collect school data, and plan for sustainability.

Detailed Position Responsibilities:

Collaboration, Communication, & Coordination

- Facilitate meetings and lead communication efforts with CSS staff and school-based staff to ensure that proper data collection procedures are in place at each of our partner schools
- Collaborate as a thought-partner with CSS staff and external evaluation partners to examine data findings in support of continuous improvement efforts and to determine best practices and strategies for conducting rigorous evaluation studies and other evaluation activities
- Coordinate an outreach strategy to CSS veteran schools in order to obtain regular updates on program reach, implementation fidelity, and program sustainability
- Communicate evaluation findings to internal and external audiences through dashboard charts, executive summaries/reports, infographics, presentations, and trainings
- Participate as an active member of CSS's internal evaluation workgroup, Committee on Research, Evaluation, and Continuous Improvement (CORECI), and contribute to progress on large-scale projects and new areas of growth

Data Collection, Entry, & Analysis

- Lead data collection and tracking for school partners involved in rigorous evaluation studies
- Obtain and track program reach, implementation, and sustainability data for current and veteran CSS school partners
- Lead the administration, data entry, data analysis, and reporting of annual student surveys
- Obtain student-level achievement and administrative data from school districts on annual basis and lead analysis of CSS program outcomes across New York schools
- Support annual needs assessment process (including focus group facilitation and development of summary reports) for partner community schools
- Conduct customized analysis and reporting for community school partners to drive school-specific continuous improvement efforts
- Lead internal trainings and facilitate meetings with program implementation staff to understand evaluation needs and develop and share evaluation best practices
- Manage data entry within multiple data systems to track CSS's reach, impact, implementation, and continuous improvement data and partner with CSS staff to streamline internal data tracking capabilities in order to maximize efficiency
- Support the preparation and migration of CSS's multiple data systems into a single comprehensive relationship management system (e.g., Salesforce)

Other

- Conduct literature reviews and other research
- Other responsibilities, as needed

Candidate Qualifications

Education: A bachelor's degree required

Professional Experiences and Personal Qualities/Skills:

The ideal candidate will demonstrate: excellent attention to detail; exceptional abilities to problem solve, plan, and prioritize; proven ability to work in a fast-paced environment managing multiple projects; and demonstrated high level communication skills and interpersonal/cross-cultural skills, including the ability to build relationships internally and externally.

He/she will also demonstrate the following characteristics:

- Highly effective time-management, goal-setting, problem-solving, and decision-making skills
- Strong organization skills
- Excellent verbal and written communication skills
- Ability to work collaboratively, with strong-relationship building skills
- A self-starter, with the ability to work independently
- Ability to gather, analyze, synthesize, and communicate information from various sources
- Ability to think creatively about how to present data to a variety of audiences
- Ability to obtain and utilize client data to drive decisions
- Ability to use discretion and judgment in handling confidential and sensitive information
- Knowledge of and enthusiastic commitment to the organization's mission, solutions, and offerings
- Proficiency in Word, Excel, and Google Sheets
- Proficiency in SPSS, R, or other statistical software preferred
- Experience with school-based program evaluation preferred
- Remarkable references

Supervisor: Leah Shaw, Evaluation Manager

Location: The Evaluation Coordinator, NYC will be based at CSS's New York office, located in Lower Manhattan, New York.

Schedule and Salary: The anticipated starting date for this position is Spring 2018. The salary is competitive and based on experience.

To Apply

Interested applicants are requested to *apply immediately* by emailing a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the title of the position in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. People of color are strongly encouraged to apply. NYC Department of Education fingerprinting and background clearances will be required.

Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff. CSS's Equal Employment Opportunity and Affirmative Action related policies are available upon request.