Research Development Coordinator – Assessment (900050)

Date Posted: October 4, 2011
Job ID#: 900050
Department: School of Education and Human Development/Education Policy & Leadership
Salary Range: Salary commensurate with experience and qualifications
Deadline to Apply: October 28, 2011

Description: The Research Development Coordinator is grant-funded 18 month position with the opportunity for funding renewal. This position will contribute to grant-related activities to design, develop, and implement a mathematics initiative focused on supporting student achievement in algebra and algebra-readiness skills/knowledge. The initiative includes designing a formative assessment system including professional development opportunities to support teachers and administrators use of formative assessment data.

Primary duties and responsibilities include, but are not limited to:
- Define the learning progressions for algebra that will form the basis of the project;
- Design and test blueprints;
- Oversee design and development of the assessment items;
- Oversee external review process for assessment items; work collaboratively with researchers to accomplish project tasks;
- Provide content input on the professional development materials to accompany the formative assessment system;
- Write technical documentation as well as prepare reports for funders and for publication/presentation;
- Support project–specific staff members in overall project coordinator and resource management;
- Overall project coordination.

Requirements:
- Master's degree is required. Doctoral degree is preferred.
- A minimum of three years of work experience in mathematics education, including a familiarity with mathematics content standards is required.
- Experience in an education setting as a teacher, administrator or researcher is strongly preferred.
- Experience working on grant-funded projects is a plus.
- Experience creating assessments is desirable.
- Candidate must demonstrate strong interpersonal and verbal communication skills to effectively interact with a wide range of constituencies.
- Must also demonstrate the ability to communicate effectively in writing.
- Candidate must possess strong organizational and time management skills to effectively handle multiple tasks and prioritize in a deadline driven environment.
- Must also be a self-starter with the ability to work independently, as well as part of a team. Strong problem solving skills with the ability to identify, analyze problems and devise solutions are essential.
- Candidate must possess a strong working knowledge of MS Word and Excel.
- A strong working knowledge of statistical software is strongly preferred.

To Apply: Please visit our website http://smu.edu/hr/recruit/ to access the online application. Click on "Career Opportunities" and apply to Job ID# 900050 Research Development Coord (Assessment)
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