

<b>POSITION/TITLE:</b>	<b>Project Manager/Post-Doc</b>
<b>GROUP:</b>	CEERE
<b>SUPERVISOR:</b>	Project Director
<b>JOB STATUS:</b>	Exempt, 1.0 FTE
<b>HOURS:</b>	40 Hours Per Week

**SUMMARY DESCRIPTION:** The Center for Early Education Research and Evaluation (CEERE) at HighScope Educational Research Foundation announces a Post-doc/Project Manager position to begin in April 2019. This individual in this role will report to the Project Director. The role will primarily be on a grant awarded to HighScope from the US Department of Education Investing in Innovation (i3) grant: Supporting Preschool and Kindergarten Students’ Self-Regulation Through HighScope Curriculum Enhancements: Plan-Do-Review and Conflict Resolution. The goal of this project is to improve the self-regulation skills of Detroit preschool and kindergarten students by building off the historic HighScope Perry Preschool Study. This project is in partnership with Detroit Public Schools Community District.

**ESSENTIAL FUNCTIONS/DUTIES:**

- Manage the research efforts of early care and education projects.
- Contribute to data collection through instrument development and managing incoming data.
- Coordinate teacher training and coaching.
- Observe coaches and teachers in the classroom, troubleshooting challenges in fidelity of implementation.
- Lead and attend meetings with district administrators, teachers, and project partners.
- Oversee day-to-day research and evaluation activities including budgeting, planning, analysis, and mentoring staff.
- Code and analyze quantitative and qualitative data.
- Lead and contribute to writings and publications, including peer-reviewed manuscripts, research briefs, progress reports, annual reports, and blog posts.
- Lead and contribute to presentations at professional meetings and conferences.
- Lead and contribute to grant writing.
- Maintain communication with federal project officer and participate in i3 learning community webinars and activities.
- Maintain communication with participating teachers and families, including hosting meetings and writing newsletters.
- Manage and collaborate with research and evaluation partners at the Center and beyond.
- Build and maintain relationships in the school district and the Detroit community.
- Use existing data at the Center to contribute to your own line of research.
- Travel to local and national meetings and conferences.
- Perform other duties as assigned.

## **JOB QUALIFICATIONS:**

### Education/Experience:

- Ph.D. in developmental psychology, early childhood education, or related field. ABD or a Masters with highly relevant experience will be considered.
- Experience conducting research in child care centers and/or schools, particularly in low-income, urban communities.

### Knowledge, Skills, Abilities

- Knowledge of the early care and education field and achievement/opportunity gap.
- Knowledge of the development of and interventions to support self-regulation in young children.
- Demonstrated ability to support the design and implementation of a large-scale research and/or evaluation project and/or initiative.
- Demonstrated ability to effectively manage a research and/or evaluation project.
- Proficient use and understanding of statistical analysis packages (e.g., SPSS, Stata, SAS, MPlus) and procedures (e.g., HLM, mixed methods, moderation and mediation).
- Excellent organizational skills, attention to detail, and the ability to effectively manage multiple projects and tasks simultaneously.
- Superb creative thinking and written and verbal communication skills.
- Commitment to working collaboratively with team members, project partners, and funders.
- Proficient in Microsoft Office including Word, Excel, and PowerPoint.
- Knowledge of early childhood self-regulation literature and classroom-based interventions, including teacher coaching desired.
- Knowledge of fidelity of implementation and improvement science literature desired.
- Agile, entrepreneurial, and a team player who seeks to advance the Center and its goals.
- Self-starter able to work independently, along with the judgment to seek supervision and/or input from others when necessary.
- Ability to develop new value-added relationships with potential collaborators and stakeholders.

### Other Qualifications/Requirements (e.g. Licenses/Certifications, Travel, Lifting, etc.):

- Normal office environment.
- Physical actions performed frequently: typing, sitting, reading. Some standing, walking, conversing, using the phone, hearing, stairs.

## **HOW TO APPLY:**

Application review begins immediately and continues until position is filled. Send a cover letter, curriculum vitae, brief writing sample, and contact information for three professional references to [jobs@highscope.org](mailto:jobs@highscope.org).

**DISCLAIMER** -This position is contingent on continual funding for the i3 grant project. The primary duties for this position will last approximately two years. While continual funding of this position is a priority, no guarantee of employment is implied after this 2-year period.

**DISCLAIMER** - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.