

**Job Title:** Research Assistant (Strategic School Design Practice Area)

**Organization:** Education Resource Strategies

Education Resource Strategies, Inc. is a non-profit organization that works with large urban public school systems to rethink the use of district and school-level resources, supporting strategies for improved instruction and performance. ERS is the only organization in the country with over 10 years of experience collaborating with the largest urban districts in the area of strategic resource allocation. We have worked with Los Angeles Unified, Chicago Public Schools, Atlanta Public Schools, Baltimore City School District and the School District of Philadelphia.

What makes ERS unique?

**(1) Our analytical approach:** The core of our practice is to provide in-depth strategic and analytic support to leaders of large urban school systems. We do this by combining extensive knowledge of school systems and educational theory and practice with intensive, quantitative financial and data analysis. To support this work, we have developed analytic techniques, methodologies for mapping resources, and metrics for gauging performance that provide our clients with a unique perspective on how they deploy resources to support their priorities. This unique perspective, combined with ERS developed web and excel based decision support tools, provides district and school leaders clear and actionable information to develop solutions to resource allocation issues.

**(2) Our collaborative client engagements:** ERS's client engagements are partnerships. We view it as part of our explicit mission to build client capacity to understand and implement effective resource practices. Successful engagements result in clients internalizing our methodology and approach into the way they do business. To accomplish that goal, our approach is very different from the typical grab data, crunch numbers, deliver a report model. Our client engagements frequently last over extended periods with significant contact, including working sessions where we collaboratively grapple over analysis to develop solutions and customized training.

**(3) Our contribution to the national conversation:** One of ERS's primary missions is to influence the national conversation on district and school resource issues. Our working partnerships with school systems form the bridge between practice and research. Our relationship with clients provides us with access to a wealth of information not otherwise publically available and an unrivalled knowledge of the resource issues facing districts. This experience and the extensive comparative database of resource information and metrics for all of the districts in which we have worked form the foundation of our research and support tool development.

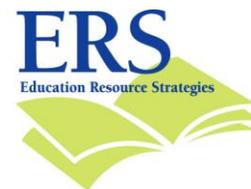
Our headquarters are in Watertown, MA, along the beautiful Charles River and conveniently located to Harvard Square and the Mass Pike. More information about ERS is available at our website: [www.educationresourcestrategies.org](http://www.educationresourcestrategies.org)

#### **Job Description:**

We are looking for a Research Assistant to join the ERS team. The ideal Research Assistant has knowledge & experience in the education sector and is interested in helping districts focus resources and empower and train leaders at the school-level to organize people, time and money in ways likely to improve performance. Ideally we'd like to have a Research Assistant that can commit to working about 20 hours a month and stay with ERS for at least 1 year.

***Rethinking Resources for Student Success***

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Responsibilities include:

- Conduct monthly research summaries that highlight findings from all recent articles & reports in the field of education, relevant to the insert name of the practice area.
- Conduct other research and literature reviews, which will support the development of the practice area as well as presentations, articles & briefs.
- Support the development of best practice artifact database.
- Support client engagements through research and review of background documents.
- Assist in writing of articles, management briefs and other documents as appropriate.

Much of the required work can be done from home or a remote location. Arrangements can be made to work at the ERS office and some in person meetings may be required. Hours are flexible, however, client or written deadlines may require some more concentrated work periods.

Qualifications:

- Minimum of master degree or in the process of earning a master's degree in education policy, management or teaching or in public policy
- Knowledge of and interest in the area of strategic resource use in urban school systems
- Excellent written and oral communication skills
- Experience with Microsoft Excel and PowerPoint required
- Experience in education or education reform a plus but a passion for improving urban education systems is required

**Hourly Rate:** To be determined

**Contact:** Please submit your resume and cover letter to Julie Derderian:  
[jderderian@educationresourcestrategies.org](mailto:jderderian@educationresourcestrategies.org)