

Education Consultant
Data Leadworker

POSITION SUMMARY

This position serves as a lead worker responsible for monitoring and evaluation, performance analysis, and continuous improvement efforts for the Wisconsin Technical College System (WTCS) office, most specifically for the Adult Education Family Literacy federal funding. A major component of the individual's work is to have a working knowledge of adult education and support the most complex work regarding the Adult Education and Family Literacy Act (AEFLA). In addition, this position will serve as the State Director and will act as a resource for unit staff. This position provides guidance on statewide evaluation and performance measurement initiatives, working with WTCS colleges to establish statewide systems for performance analysis and continuous improvement. This position is responsible for helping the WTCS office and WTCS technical colleges use data and evaluation to improve the effectiveness of technical college programs and services. Responsibilities include working with WTCS districts to establish statewide monitoring and evaluation processes that comply with state and federal requirements; leading efforts to develop data driven strategies for improving technical college programs and services; and developing and documenting WTCS office data use and evaluation policies and procedures. This position reports to the Associate Vice President of Student Success.

GOALS AND WORKER ACTIVITIES

20% A. Performance of lead worker responsibilities.

- A1. Serve as the subject matter expert for AEFLA. Assist other staff with resolving the most complex questions and issues.
- A2. Function as an expert regarding AEFLA data. Respond to technical or procedural questions from agency leadership, technical college partners, the general public, etc.
- A3. Communicate regularly with the Associate Vice President to determine priorities for the Office of Student Success regarding AEFLA.
- A4. Train and guide other Education Consultants and positions within the Office of Student Success to clarify procedures and duties and to ensure accuracy and efficiency in the overall process.
- A5. As a technical expert, review the work of other staff and provide them with both positive feedback and information on how to improve their work product.
- A6. Develop new procedures to improve efficiency. Discuss the procedures with the Associate Vice President and make recommendations and implement the procedures as directed.
- A7. Manage and act as a technical consultant on special projects including the coordination of work with areas of WTCS and the technical colleges.

A8. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Office of Student Success.

30% B. Work with WTCS districts to develop and implement statewide and local monitoring & evaluation strategies.

B1. Lead efforts to develop & implement standardized evaluation policies & processes, including technical consultation for state and federal programs.

B2. Ensure that research and evaluation processes comply with nationally accepted standards, state & federal requirements.

B3. Provide training and guidance for agency and college level staff to ensure effective implementation of monitoring & evaluation practices and reporting.

B4. Initiate activities aimed at refining district evaluation plans & establishing a more comprehensive approach to evaluation.

B5. Guide colleges in in-depth analysis of their data within and outside of federal requirements.

B6. Facilitate, where appropriate, coordination and collaboration of data and application between the colleges.

B7. Provide technical assistance to WTCS colleges in the areas of monitoring and evaluation.

10% C. Establish evidence based best practices, related coaching, and professional learning opportunity development.

C1. Support the communication and understanding of research and evaluation results through the development of integrated WTCS professional learning opportunities.

C2. Develop guided exercises and learning activities that cultivate learning of best practices in higher education and build data literacy skills.

C3. Identify, analyze, and evaluate emerging issues relating to higher education student success.

C4. Deliver professional learning opportunities to large and small audiences within the WTCS and across stakeholders.

C5. Provide customized data coaching to audiences within the WTCS community to foster a culture of evidence and to facilitate the implications of research best practices.

C6. Work with the Institutional Research group and WTCS leadership to identify IR capacity needs, and address IR skills gaps through coordinated professional development with external partners.

C7. Create professional learning videos and appropriate documentation that support knowledge transfer and retention.

20% D. Execute agency research and higher education evaluation.

D1. Conduct short-term, turnaround research projects using existing agency data and tools, interpret and present data to support the agency's internal research agenda.

D2. Ensure all data reports presentations and other materials adhere to the highest level of methodological rigor and accuracy.

D3. Consult with agency staff to identify and define research questions and corresponding analysis so that research efforts result in relevant information that can be used to make decisions and program/project improvements.

D4. Design and conduct research to determine the effectiveness and impact of statewide WTCS instruction and services.

D5. Identify and design appropriate methods for collecting and processing quantitative and qualitative data to support research goals.

D6. Collect necessary data and information; choose, adapt, develop, and apply analytical & statistics techniques; draw conclusions.

D7. Ensure data quality by working with IT and other agency staff to improve data reliability by analyzing information systems, developing detailed research specifications, and serving as a liaison between users and IT staff in supporting data quality.

D8. Develop and share recommendations with IT staff to address problems related to data quality and accuracy.

D9. Conduct environmental scanning analysis to understand how changes in the external education environment (e.g., K 12 graduation trends, Open Educational Resources) may impact WTCS policy and strategy.

D10. Identify analyze and synthesize higher education research and triangulate with WTCS research and evaluation findings.

D11. Provide consultation and guidance about data presentation and documentation, measurement, research methods, and survey design.

D12. Translate complex analysis into conclusions and if appropriate provide recommendations that are concise and audience specific.

D13. Produce deliverables that are audience specific and succinctly communicate results of data analysis, including narrative descriptions of research.

15% E. Coordinate and lead WTCS office monitoring, evaluation, and data use procedures. Understand & extract necessary data using established criteria/guidelines.

E1. Document data use and evaluation policies & practices.

E2. Develop and manage internal WTCS systems for aligning monitoring and evaluation projects.

E3. Work with the IT department to deliver data use/evaluation training and professional development to WTCS office staff.

E4. Oversee the preparation and dissemination of WTCS comprehensive data related reports and Scorecards.

5% F. Other duties as assigned.

F1. Participate in state committees & task forces.

F2. Participate in and facilitate relevant workshops, conferences, and in service training.

F3. Perform special projects in related areas as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of research methods and statistical analysis techniques.
2. Ability to share best practices and research findings in written deliverables and presentations.
3. Knowledge of relational database principles and SQL programming for database queries.
4. Ability to use statistical analysis software (e.g., R, SPSS).
5. Knowledge of best practices in planning and conducting professional learning opportunities.
6. Ability to analyze data.
7. Knowledge of educational assessment development including survey design practices.
8. Knowledge of grant and project management principles.
9. Skill in continuous improvement practices.
10. Knowledge of two-year college scholarly research and how to investigate higher education scholarly research.

11. Knowledge of environmental scanning best practices and ability to access public data systems such as the Department of Workforce Development Occupational Projections, US Census Data, National Center of Education Statistics IPEDS Reports, etc.
12. Skill in effective communication and the ability to develop productive working relationships with various individuals in a variety of positions.
13. Skill in applying research techniques, conducting statistical analysis, and developing and writing papers/briefs, etc.
14. Ability to present research findings and ideas clearly and concisely in public speaking and in written form.
15. Ability to work effectively by leading and collaborating.
16. Skill in facilitating inter group collaboration.
17. Ability to conduct strategic and project specific planning.
18. Ability to provide statewide leadership to issues resolution in the field of education.
19. Ability to represent WTCS positions and viewpoints to districts, state agencies, and other partner entities in a positive and professional manner.
20. Skill in effectively resolving problems and conflicts.
21. Ability to appropriately plan, set priorities, and complete assignments.
22. Ability to continuously learn and upgrade skills.
23. Skill to use a computer with standard software applications and Internet resources.
24. Ability to use technology-based communications applications, including web based.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
- Travel is required for up to 10% of this position's duties.