



## **Monarch School Project Research and Evaluation Coordinator**

### **Monarch School Overview**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing up to 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

The Evaluation Coordinator coordinates and administers data and research study associated activities to support the evaluation cycle at Monarch School Project. The position is responsible for project planning and ensures that work scope, data protocols, and regulatory requirements are followed. Coordinates research partnerships, as appropriate, supports scale evaluation projects, and serves as principal administrative liaison for data projects. Develops and maintains data tracking systems and procedures. Provides basic technology support as needed within the organization.

### **Reporting Relationship**

The Research and Evaluation Coordinator will report to the Sr. Director of Research and Evaluation. This position works closely with the Research, Evaluation and Scale team, teachers, program departments, and consulting partners to ensure that all aspects of the position are performed effectively and efficiently and serve the needs of the organization.

### **Supervisory Responsibilities**

The Research and Evaluation Coordinator has no supervisory responsibilities.

### **Position Responsibilities and General Responsibilities**

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

#### **Position Responsibilities**

- Collaborate with Monarch School Project Program departments to ensure data collection is relevant to the Strategic goals of the organization; and provides support for teams in data goal setting and understanding the results.

- Assist the Sr. Director of Research and Evaluation in conducting, and analyzing data for annual research study that measures student social emotional learning (SEL), school climate, and SEL program outcomes at Monarch
- Share research data with Monarch School Project departments to help them understand and use the information in their work.
- Coordinate collection of consent forms, administration of surveys, and collection of qualitative and quantitative data.
- Work in collaboration with research partners to use appropriate research methods to analyze received data, identify trends, and draw conclusions based on results.
- Prepare reports regarding findings applicable for a variety of stakeholders including program staff, district employees, organization executives, the board of directors, principal and vice principal, students and families, and the wider community.
- Meet with a variety of team members and stakeholders to present data in order to drive programmatic decision making and influence future goals and directions of the organization.
- Provide basic technology support as appropriate to Monarch School Project employees.

### **General Responsibilities**

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Students Come First” at all times
- Protect students’ rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

### **Education and Experience**

- Bachelor’s Degree preferred
- Basic data analytical skills
- Experience with social science research methods

### **Preferred Skills**

- Ability to work independently and as part of a team
- Natural inclination to complete tasks in a timely and organized manner with little direction or oversight
- Able to organize things well with the ability to manage multiple tasks and projects simultaneously
- Basic knowledge of Excel, Google Sheets and other research tools as needed; willingness to extend learning in software such as Excel.
- Experience working with underprivileged populations in an academic environment preferred
- Willingness to attend training related to growth in data collection, research and analysis
- Positive, flexible, team-oriented attitude

### **Certificates and Licenses**

A valid California driver’s license is required.

## **COVID-19**

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## **Equal Opportunity Employment:**

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **Job Status and Compensation**

This is a permanent, full-time, hourly position, with pay starting at \$22.00 to \$25.00 per hour.

**Competitive benefits package includes:** Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

## **Application Process**

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with “**Research and Evaluation Coordinator**” in the subject line. This position will remain open until filled.