

Project Manager Job Description

The Winston Prep Innovation Lab (www.winstonprep.edu/winston-innovation-lab) is seeking to hire a remote, 60% (3 days/week) Project Manager to develop, oversee and co-lead a research project: *Understanding and Using Psychoeducational Test Findings: Supporting Effective and Ethical Practice*.

The purpose of the project is to:

1. update and validate assumptions about what children and parents learn from psychoeducational testing
2. document how clinicians are prepared to provide evaluation feedback
3. identify strategies and recommendation for best policy and practice

Over a 2 to 3 year period, the Project Manager will design, conduct and manage multiple phases of data collection, both quantitative and qualitative, and collaborate with the Winston Innovation Lab personnel and project consultants in analyzing and summarizing responses from children, parents and professionals. Initial project work will focus on conducting two national online surveys that capture information about current practices, experiences and interactions during and after the psychoeducational evaluation process.

This Project Manager position is ideal for someone seeking opportunities for (co) authorship of papers and for presentations at professional conferences. This position will provide opportunities for national leadership in research, policy and practice informing outcomes for K-12 students with learning disabilities and their parents. The Project Manager will report directly to the Director of Research at Winston Prep's Innovation Lab. and will have ongoing access to project consultants and members of a Project Advisory Committee.

Project Director Duties & Responsibilities

The Project Director will develop and carry out the tasks including:

- In partnership with the PI's and the Professional Advisory Committee (PAC) develop plans to survey a nationally representative set of parents whose child has been evaluated as well as master's and doctoral level psychologists/ diagnosticians
- Finalize design and implementation of the two national surveys (e.g., creating final language, selecting software for survey purpose, formatting and posting questions, troubleshooting to ensure functionality.
- Take a leadership role in recruiting a nationally representative sample of (i) parents whose child has been diagnostically evaluated and (ii) diagnosticians
- Initiate outreach and oversee the maintenance of project records and files
- Take a leadership role conducting several overlapping literature reviews
- Draft articles and/or collateral materials for posting and publication
- Work with the PI's and PAC members to develop future funding proposals

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- Code and analyze open-ended responses to survey questions
- Authenticate that participants are eligible to participate
- Review manuscripts for APA formatting and checking references/citations
- Enter survey items into Qualtrics
- Clean and organize data in SPSS
- Review grant proposals
- Conduct other research-related tasks as assigned
- Take a leadership role maintaining IRB approval

Project Director Requirements & Skills

Highly qualified candidates for the Project Director position will have conducted research as part of doctoral level study in the fields of psychology, education and/or social sciences.

In addition, the Project Manager should have the following knowledge/skills:

- Attention to detail and proven ability to adhere to project timelines
- Ability to work independently and as part of a team
- Proficiency in use of Microsoft Word/Google Docs and Excel/Google Sheets
- Adept at using SPSS
- Adept at using Qualtrics or similar platforms
- Critical thinking and problem solving skills
- Familiarity with APA format

We expect that this project will begin in June 2025.

Salary range - \$35,000 - \$45,000 as well as benefits.

NOTE: Applications will only be accepted from candidates who reside in the following states: CA, CT, MA, MT, NJ, NY, NC, VA.

Applicants should submit letters of interest and resume to Amber DeBono, Ph.D. at wilemployment@winstonprep.edu