

**In-school suspension models in Denver Public Schools:
Strategies, practices, and implications for effectiveness and improvement**

General Position Summary: The Graduate School of Social Work (GSSW) at the University of Denver (DU) seeks a part-time research assistant (10 hours a week; \$16-25 depending on education and experience, for 9-12 months) to support qualitative data collection beginning December 2018. The research assistant will work with the principal investigators and master's-level research assistants to coordinate, conduct, and analyze qualitative data. This position requires strong organizational and writing skills and the ability to collaborate and implement project work plans. The research assistant will have the opportunity to contribute to peer-reviewed publications and conference presentations after the study is complete.

Study Background: In the fall of 2012, GSSW and Denver Public Schools (DPS) established a research partnership for the purposes of conducting rigorous and relevant research on school discipline and racial disparities to inform district policies and programs. Complementing 2018-19 district priorities and recent policy changes, the current study addresses in-school suspension (ISS) and employs quantitative and qualitative methods to examine ISS models used in DPS schools, with particular attention to ISS processes and students with disabilities and students in ECE-grade 3.

Specific Responsibilities

- **Maintain positive rapport and relationships at school sites:** The research assistant will be the point of contact for 1-2 focal school sites and will be responsible for maintaining positive rapport and relationships with school leaders and in-school suspension staff. The research assistant will have the support of the PI's and partnership team in maintaining these relationships.
- **Collect fieldnotes on In-School Suspension programs:** The research assistant will coordinate and collect field notes on in-school suspension programs at focal schools in accordance with predetermined protocols, data collection procedures and documentation standards. The research assistant will receive training on how to collect fieldnotes and manage data.
- **Maintain records:** Keep track of outreach and data collection and organize files on a shared drive in accordance with confidentiality safeguards.
- **Attend research team meetings:** Twice monthly, for two hours, at GSSW.
- **Conduct qualitative data analysis:** The research assistant will work with other team members to code qualitative data using a computer software program called Dedoose in accordance with a predefined coding protocol.

Desired Skills and Qualities

- **Doctoral, M.A., and senior B.A. students encouraged to apply**
- Familiarity or experience with qualitative research methods
- Familiarity with the literature on school discipline and racial disparities
- Experience in educational settings
- Attention to detail
- Critical thinking
- Project planning and scheduling
- Prompt e-mail and telephone correspondence
- Transportation to school sites in Denver

Interested applicants: To apply, send a cover letter and resume/CV to Dr. Kathryn Wiley at wiley.katy@gmail.com by Friday, December 7th.