



Job Title/Position:Research Coach & Professional Learning Specialist

FLSA Classification: Exempt Position

Reports to: Sr. Director, Dudley Flood Center

JOB DESCRIPTION

About the Dudley Flood Center

The Dudley Flood Center for Educational Equity & Opportunity is a statewide program dedicated to expanding educational opportunity across North Carolina through leadership development, research, coaching, technical assistance, community engagement, and systems change.

Named in honor of Dr. Dudley E. Flood, the Center serves as a statewide hub that connects educators, communities, policymakers, researchers, and partners to strengthen public education through collaboration, innovation, and shared leadership.

Our work is grounded in the belief that meaningful and lasting change occurs when research informs practice, leaders are supported, communities are engaged, and organizations work together toward a common purpose.

Summary/Objective:

In collaboration with leadership, the Research, Coaching & Professional Learning Specialist serves as the Center's primary architect for translating research, evidence, and best practices into meaningful learning experiences that strengthen educators, leaders, schools, districts, and partner organizations.

This role ensures that the Flood Center's work is informed by research, responsive to community needs, and implemented through high-quality coaching, professional learning, technical assistance, and evaluation. By connecting research to practice, this position strengthens the Center's statewide impact while helping educators and organizations improve outcomes for students and communities.

Responsibilities/Essential Functions:

1. Advance Research and Learning

- Develop and implement the Center's research agenda.
- Identify emerging research and promising practices that inform the Center's work.
- Translate research into actionable tools, resources, and learning experiences.
- Collaborate with universities, researchers, and partner organizations.
- Build systems for capturing and sharing Center centered learning.
- Support staff in using evidence to inform decision-making.
- Contribute to publications, issue briefs, and thought leadership.

2. Design and Deliver Coaching & Professional Learning

- Design professional learning aligned with Center priorities.
- Develop coaching models that support sustained implementation.
- Facilitate learning experiences for educators, school leaders, nonprofit organizations, and community partners.
- Customize learning experiences based on participant needs.
- Ensure learning experiences reflect adult learning principles.
- Monitor participant engagement and learning outcomes.
- Continuously improve learning experiences using participant feedback.

3. Lead the Framework for Change

- Lead implementation of the Framework for Change.
- Adapt the framework for diverse audiences and contexts.
- Develop supporting tools, facilitation guides, and resources.
- Train staff and partners in effective implementation.
- Evaluate implementation fidelity and outcomes.
- Refine the framework based on learning and evidence.

4. Strengthen Learning Networks and Technical Assistance

- Design and facilitate learning networks.
- Provide technical assistance to districts, schools, nonprofits, and partners.
- Support collaborative problem-solving.
- Build communities of practice.
- Connect organizations with resources and expertise.
- Promote peer learning and knowledge sharing.

5. Lead Evaluation and Continuous Improvement

- Develop evaluation plans for center initiatives.
- Design data collection tools.
- Analyze qualitative and quantitative findings.

- Prepare evaluation reports for internal and external audiences.
- Use evaluation findings to inform decision-making.
- Support grant reporting requirements.

Education and Certifications:

- Bachelor's degree in education, public policy, or a related field.
- Minimum of 5 years experience in K–12 education, coaching, or education policy.
- Demonstrated commitment to racial and educational justice.
- Experience designing and facilitating equity-focused professional learning.
- Strong applied research skills, including data collection, analysis, and synthesis.
- Excellent verbal and written communication skills.
- Experience supervising or mentoring staff or fellows.

Preferred:

- Master's Degree or higher in education, public policy, or a related field
- Experience working in or with North Carolina schools or education-focused nonprofits.
- Familiarity with state-level education policy and school improvement frameworks.
- Knowledge of culturally responsive pedagogy, restorative practices, or systems change models.

Skills and Capabilities:

- Strong supervisory and leadership skills required; communicate and be committed to the organization's mission, vision and principles.
- Ability to establish and maintain working relationships
- Excellent verbal and written communication skills
- Excellent organizational skills, ability to prioritize work, multi-task and be detail oriented
- Strong project management skills
- Strong analytical and problem-solving skills
- Ability to turn abstract ideas into fully developed plans - able to translate theory into action
- Ability to be flexible and willing to change directions easily
- Strong team player and willing to help others across the organization
- Self motivated
- Volunteer experience in other organizations
- Ability to communicate with a wide range of individuals, proactively communicate to mitigate questions, concerns and so all parties feel heard.
- Proficient technological skills in Microsoft Office, Google Workspace, Canva, Tableau, & WordPress

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 5 -15 pounds at times

Travel required:

- Up to 25% of responsibilities for this role includes statewide travel

Compensation:

This is a full time position with an annual salary range of \$60,000 - \$72,000, dependent on experience. The preferred start date for this position is November 15, 2026. The Public School Forum offers the following benefits: competitive compensation commensurate with experience, a generous 401K retirement plan, personal leave, parental leave policy, 10 paid holidays in addition to the week between Christmas and New Year's, and a shortened summer work week from Memorial Day to Labor Day, term life insurance, and employer sponsored group health insurance with access to dental, vision, short and long term disability plans. The Public School Forum of NC is a 40+ year old nonprofit organization that is primarily grant funded, and not a state employer. The Forum fosters a welcoming, diverse and inclusive culture.

This is a hybrid role and the Research, Coaching & Professional Learning Specialist is required to be in the office once a week, in addition to select meetings and events. Background check required for employment.

How to Apply:

Interested candidates should submit a resume and cover letter to jobs@ncforum.org with the subject line "Research Coach & Professional Learning Specialist." Applications should be submitted by 10/02/2026. We recommend applying early as job posting may close if a significant amount of qualified applications are received.

About the Public School Forum of NC

For more than 40 years, the Public School Forum of North Carolina has worked with partners across the state to advance equitable educational opportunity and support public education through research, policy analysis, and innovative programs. In addition to its education research and policy work, the Forum is home to the North Carolina Center for Resilience and Learning, NC Center for Afterschool Programs (NC CAP), and the Dudley Flood Center for Educational Equity and Opportunity (Flood Center).

EEO statement: We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organization's programs or services and all employment actions such as promotions, compensation, benefits and termination of employment.

NOTE: The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work. Duties, responsibilities and activities may change at any time with or without notice.