

# Verizon Innovative Learning Schools District Research Point of Contact (RPOC) Expectations



The RPOC will be responsible for supporting all data collection activities and for keeping Westat informed of any critical changes at schools, including changes in principals and coaches, introduction of new academic programs, etc. The RPOC should be an individual who is well versed in how research is conducted within their District and within the participating schools. This includes understanding what review processes need to be undertaken (e.g., IRB reviews) and what forms of consent need to be administered to research participants. The RPOC should have the bandwidth to complete all activities and address all concerns in a timely manner. If this individual does not have this authority, then a process should be put in place where the RPOC is able to escalate concerns within the schools and District as needed.

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## Key Responsibilities Include:



Work with Westat to obtain district IRB clearance for data collection (if this is required), identify type of parental consent needed for the data collection, and obtain parental consent.



Work with Westat to coordinate data requests and facilitate activities at the school level, as relevant.



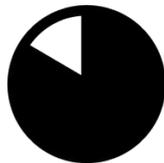
Provide Westat with teacher lists that include school, name, email address, subject(s) taught, and grade level(s) taught in a timely manner.



Provide Westat with student lists that include school, student name or ID number, homeroom teacher, and student grade level in a timely manner.



Work with Westat and school research liaisons to schedule survey administration in fall 2021 and spring 2022 and 2023.



Follow up with school-based liaisons in cases where students and teachers do not respond promptly to the surveys to ensure response rates of at least 80% at each school within a two-week survey administration window.



Work with school-based liaisons to schedule all telephone interviews and site visit activities in spring 2022 and fall 2022.



Work with district-level data specialists to provide Westat with administrative data. Districts are required to provide annual administrative data for all District middle schools consisting of standardized test scores, demographics, attendance, and disciplinary actions for the five (5) years preceding the program and the two (2) years of program participation.