



SBOE Policy Fellow (Washington, DC)

The **D.C. State Board of Education (SBOE)** consists of nine elected representatives and is responsible for approving state-level education policies, setting academic standards, and establishing high school graduation requirements in the District of Columbia. The SBOE advises the Office of the State Superintendent of Education (OSSE) on a large array of educational matters and education laws and policies governing the public schools in the District of Columbia.

In 2019, the SBOE passed a resolution prioritizing work in the following areas: a review of the STAR Framework and related ESSA issues; examination of the turnover of teachers and principals in D.C. and respective retention efforts; use of state standards, with a focus on the provision of a rich education in science, social studies, and the arts; credit recovery; a review and appropriate revisions of state standards; and serving as a voice for D.C. families on key educational issues.

Position

The SBOE seeks an organized and passionate Policy Fellow to assist in the education policy and research needs of the agency. The Policy Fellow will also support the SBOE with its day-to-day operations and by attending community meetings and events. This position will report to one of the SBOE's Policy Analysts.

Key responsibilities

The Policy Fellow will work closely with SBOE staff to:

- Conduct policy research and analysis on various education topics, organizations, and relevant stakeholders
- Assist in the development of policy fact sheets, memos, one-pagers, and reports
- Track public events and trends in education policy affecting the SBOE
- Follow legislative changes affecting the SBOE and education landscape
- Attend community meetings, briefings, and forums as a representative of the SBOE
- Compile data from Google Analytics and other resources to support public engagement
- Assist in the preparation and execution of SBOE meetings and events
- Write, edit, and design social media and blog posts using text, video, and photos
- Act as a social media resource to SBOE staff and Board members, sharing best practices and providing information on how work can be highlighted
- Provide additional support to the State Board members and staff as needed

Key skills, abilities, and experiences

- Must be interested in education or youth-related policy
- Able to synthesize research and policy concepts
- Comfortable with analyzing data
- Excellent verbal and written communication skills, copy editing proficiency
- Intellectual curiosity, strong problem-solving abilities
- Outstanding organization skills and keen attention to detail



- Experience in the education sector or public policy is preferred
- Graduate students are encouraged to apply

Compensation and time commitment

The Policy Fellow will receive a competitive hourly salary and is expected to work for 20–25 hours per week. The Fellowship is typically the duration of one academic semester (i.e., fall, spring, summer). Hours are flexible, as attendance at a few evening meetings per month will be expected. An exact schedule and compensation details will be determined with the Policy Fellow’s supervisor.

To Apply

If you are interested in this position, please send Alexander Jue at alexander.jue@dc.gov a cover letter explaining why you want to work for SBOE, a resume, and a writing sample (3–5 pages long, an excerpt from a research paper is preferred). Please include “Policy Fellow” in the subject of your email, as well as the semester for which you are applying. **Applications will be reviewed on a rolling basis until positions are filled.**

The SBOE is an equal opportunity employer and we strongly encourage applications from diverse candidates.

