

Data Privacy-Institutional Review Board (DP-IRB) Consultant

Agency Description:

The New York City Department of Education is the largest school system in the nation, with nearly 1.1 million students and 135,000 employees, including 75,000+ teachers, and an annual operating budget of over \$24.0B+. The Department of Education (DOE) is committed to creating a system of 1,800+ great schools.

In 1980, the New York City Department of Education (DOE) established the Institutional Review Board (IRB) to screen requests to conduct research in NYC public schools. Currently, the DP-IRB requires a proposal submission from any person who wishes to conduct research at a school site or gather information from students, parents, school and non-school based DOE personnel, or request privacy data about students or staff maintained by the DOE. Submitters include graduate degree candidates, university faculty, DOE employees, independent researchers or groups, and public agencies.

The primary role of the DOE DP-IRB is to protect the rights of human research subjects and human subjects data, ensuring that research activities are in compliance with federal, state, and city regulations and DOE policies and procedures. Researchers are allowed to conduct studies within our system provided that the proposed research is scientifically sound, addresses important educational challenges, does not compromise the privacy of our students, staff, or parents, and does not disrupt the work of students, teachers and administrators. The DP-IRB reviews over 500 proposals annually.

Office Description:

Research-based educational policy and data transparency play an important role within the NYC DOE. The Research and Policy Support Group (RPSG) is at the center of this effort by ensuring that policymakers have access to sound and timely research, analytics, and program evaluations. As part of this role, RPSG conducts its own research and program evaluations as well as serves as a bridge between the DOE and external research parties

Role Description:

Reporting to the Director of the Institutional Review Board, the DP-IRB Consultant helps ensure quality assurance and compliance with DOE, federal, state, and city policies and regulations. The DP-IRB Consultant also assists in the development and submission of DP-IRB protocols, provides support to DP-IRB members, assists in facilitating DP-IRB meetings, and plays an active role in education and outreach efforts.

Consultant Responsibilities:

- Conduct pre-review of research proposals, including data requests, to ensure compliance with federal, state, and city regulations, as well as NYC DOE-specific policies and procedures.

- Assist in response to inquiries regarding research involving human subjects, including requests for private data about individuals maintained by the DOE.
- Maintain communications and provide support to investigators throughout the DP-IRB review process.
Review external research results on behalf of the DOE and communicates salient findings to internal audiences.
- Support outreach, training, and education sessions for researchers and DP-IRB members.
- Assist with various administrative duties, including, but not limited to, coordinating meetings, workshops, and other DP-IRB events.
- Attend DP-IRB meetings and assist in minute keeping and communication of DP-IRB determinations to researchers.
- Participate in continuing education and professional development activities.
- Assist in conducting quality control functions for the DP-IRB, including review of files, minutes, policy drafts, outreach and education materials, internal staff guidance and instructional manuals, and other relevant documents.
- Complete other special projects and assignments under the instruction of the DP-IRB Director.
- Other duties as assigned.

Preferred Background or Skillset:

- Knowledge of principles of ethical conduct of research with human subjects, including applicable federal, state, and city regulations related to human subjects research protection.
- Familiarity with IRB policies, procedures, and operations to assume role as the assistant administrative contact for the NYC DOE DP-IRB.
- One year of professional experience working in a research environment such as an IRB or supporting office, higher education or medical center grants office, social and behavioral, science, biomedical, or medical research laboratory or another setting requiring regulatory or administrative expertise.
- Academic background in philosophy on the whole, and in bioethics, research ethics, professional ethics, or applied ethics in particular.
- Foundational understanding of data literacy and a willingness to learn more.
- Excellent written, critical thinking, organization, and time management skills.
- Exceptional interpersonal and oral communication skills.
- Ability to follow through on assignments with minimal direction, independently prioritize work and operate under pressure to meet deadlines.
- Capacity to work collaboratively and diplomatically with a broad range of researchers and other individuals internal and external to the NYC DOE and to resolve problems in an effective manner.
- Excellent technical skills including database search and management.

Salary Range: \$25+/hour. Commensurate with experience.

Work Schedule: Preferred 30 hours a week; minimum commitment of 12 months. Flexible weekday hours.

Application Process: Please email cover letter and resume to mazar@schools.nyc.gov. Please include "Data Privacy-Institutional Review Board Consultant – Application" in the subject line.