

# Richelle Davis

---

703.582.4590 | Ashburn, VA | davis021@gmail.com

Experienced research and policy leader with over 20 years working on K-12 education data, evaluation, and federal reporting. Skilled at leading large research projects, managing multimillion-dollar budgets, and guiding diverse teams to deliver results. Known for connecting rigorous analysis with practical insights that support decision-making and improve education systems.

## Skills and Expertise

---

- K-12 Education Policy, Data Systems & Program Evaluation
- Advanced Statistical Analysis (SPSS, STATA, ArcGIS; learning R/Python)
- Google AI Essentials Specialization
- Strategic Data Leadership
- Federal Contracting
- Education Strategy and Policy Implementation
- Research Design & Methodology
- Performance Measurement and Impact Evaluation
- Federal Data Collections
- Data Systems and Analytics
- Compliance, Budget & Contract Oversight

## Professional Experience

---

### **Branch Chief, Elementary and Secondary Branch (September 2024 – August 2025)**

United States Department of Education, National Center for Education Statistics

- Provided strategic leadership in evaluating and improving data collection and reporting systems to support the collection of federal K-12 education data used to manage over \$30 billion of federal education grants
- Led and managed a multidisciplinary team including data programmers, statisticians, data scientists, education analysts, and project managers in developing standards, procedures, and systems for education data collection and reporting
- Directed the production of fiscal and non-fiscal research reports and publications that inform policy and decision-making at the federal and state levels
- Advised senior leadership on the interpretation of research findings, methodological limitations, and the implications for K-12 education systems, or significant long-range impacts on the Department of Education and the National Center for Education Statistics (NCES)
- Worked closely with senior leadership on strategic planning efforts by identifying how data and analytics can support agency priorities and performance goals, ensuring alignment with the mission of the Department and NCES
- Engaged with state education agencies, contractors, and external researchers to ensure alignment and stakeholder satisfaction

### **Deputy Division Director (July 2022 – September 2024)**

United States Department of Education, Office of Special Education Programs

- Provided leadership and direction to a five person team responsible for all Research to Practice

Division grant-making

- Coordinated and develop the \$100 million annual discretionary grant spending plan for the Division in consultation with the Division Director
- Managed the \$350 million Division budget and ensured accurate accounting across programs, grants, and contracts
- Provided confidential support to the Division Director in the proposal and planning of division initiatives and grant-making
- Reviewed, refined, and developed processes and procedures based on the evaluation of administrative data to support the grant award cycle and general grants management activities
- Conducted data analyses, identified options and provided recommendations to senior officials about proposed regulations, grants management, and other policy matters
- Provided broad levels of advice, leadership, and technical assistance in grants management to grantees and Division staff
- Built and maintained positive working relationships and communications across Department of Education offices, the Office of Management and Budget, and both for-profit and non-profit grantees

### **Education Program Specialist (January 2011 - July 2022)**

#### **United States Department of Education, Office of Special Education Programs**

- Provided ongoing national leadership and oversight of federally mandated special education quantitative data collections, from the collection to the statistical analysis and reporting of the data
- Served as project officer for an annual portfolio of \$45 million in federal discretionary special education grants, developing Notices Inviting Grant Applications, monitoring grant activities and budgets, as well as ensuring methodological accuracy and quality of deliverables
- Applied both descriptive and advanced statistical methods to monitor state and national education outcomes
- Oversaw the planning, development, clearance, and publication of the "Annual Report to Congress on the Implementation of IDEA" and the "Annual Report on the OSEP Personnel Development Program," translating statistical insights into policy recommendations
- Served as Contract Officer's Representative for the contracts supporting the Annual Report to Congress and the Personnel Development Program Data System, developing RFPs, as well as providing oversight and monitoring of the contract and deliverables
- Collaborated with local, state, and federal staff about issues related to federal special education data in order to enhance data systems and improve program outcomes

### **Instructional Specialist (January 2010 – December 2010)**

#### **Department of Exceptional Education, Richmond Public Schools**

- Conducted evaluations of district-level instructional initiatives including inclusive practices and reading interventions
- Provided technical assistance to teachers and administrators on behavior monitoring and the development of behavior intervention plans
- Provided methodological guidance on program evaluation, compliance, and improvement

### **Special Education Department Chair (August 2007 - January 2010)**

#### **Whitman Middle School, Fairfax County Public Schools**

- Led research-informed program improvement initiatives; analyzed student and school-level data to drive instructional decision-making
- Supervised 26 staff members and ensured compliance with federal and state standards, including secondary transition and the development of behavior intervention plans
- Developed and generated funding for a program to provide the special education department with dedicated Chromebooks

### **Special Education Teacher, Civics and English (August 2006 - August 2007)**

#### **Whitman Middle School, Fairfax County Public Schools**

- Delivered individualized, evidence-based instruction to middle school students with disabilities in both inclusive and specialized settings, ensuring compliance with IEP goals and IDEA requirements
- Collaborated with teachers, families, service providers, and students to develop secondary transition plans and behavior intervention plans

### **Special Education Teacher, History and Civics (August 2003 - August 2006)**

Thompson Middle School, Richmond Public Schools

- Delivered individualized, evidence-based instruction to middle school students with disabilities in both inclusive and specialized settings, ensuring compliance with IEP goals and IDEA requirements
- Collaborated with teachers, families, service providers, and students to develop secondary transition plans and behavior intervention plans

## Academic Engagement

---

### **Guest Lecturer, Statistics in Health Service Management (2016 - Present)**

George Mason University - Fairfax, Virginia

- Delivered lectures on linear regression, sampling, and the federal statistical system, engaging graduate students in discussions on applicability and limitations
- Designed and presented original content aligned with academic standards and current research

## Publications

---

Nagro, S. A., Markelz, A., **Davis, R.**, Macedonia, A., & Monnin, K. (2023). The evolution of access to education through landmark legislation, court cases, and policy initiatives setting precedent for the Gary B. court decision. *Journal of Disability Policy Studies*, 33(4), 289-300.

Nagro, S. A., Markelz, A., & **Davis, R.** (2020). Every Student Succeeds Act as It Applies to Special Education. In J. A. Rodriguez & W. W. Murawski (Eds.), *Special education law and policy: From foundation to application* (Vol. 1, pp. 45-68). Plural Publishing.

## Education

---

### **Doctor of Philosophy Candidate, Education, (2016 - 2023)**

George Mason University - Fairfax, Virginia

### **Master of Public Policy (2009)**

George Mason University - Fairfax, Virginia

### **Bachelor of Science, Elementary and Special Education (2003)**

Gannon University - Erie, Pennsylvania