

## Data Analyst - Continuous Improvement

The Data Analyst - Continuous Improvement in the Office of the Chief of Staff will support the strategic use of data and analytics to inform improvement efforts at the district level. The Data Analyst assists with the development of data routines and processes, visualizations for insights, and learning reports and presentations related to district-level improvement efforts. The Data Analyst, Continuous Improvement serves as a liaison with other Baltimore City Public Schools System (City Schools) departments regarding data collection and analysis.

### Essential Functions

- Analyzes data, interprets findings and extracts insights to inform continuous improvement projects and efforts
- Develops tools and ways to display data that can provide insights into the system under investigation
- Assists in project reports through researching, writing and editing, and taking responsibility for particular sections
- Develops easy to understand graphical representations (charts, graphs, etc.) that communicate findings in clear and compelling ways to stakeholders and district leaders
- Composes documents (reports, one-pagers, etc.) that succinctly communicate complex analytical ideas and findings to district stakeholders
- Provides relevant information to enhance district leaders' reflections and decision-making for KPIs and office indicators
- Supports the coaching of district staff and leaders in collaboration with improvement expert on how to identify measures that will support their improvement efforts and use data tools to monitor progress and overall impact
- Leverages district-wide data and information systems and platforms to support the improvement efforts within the district office
- Collaborates with district staff and leaders to define data sources and design data collection and analysis structures and routines
- Coordinate with other members of the data analyst team to systematize and align processes and data displays to create a more uniform approach to data collection and sharing for the district
- Demonstrates competency of qualitative and quantitative data analysis in an educational context
- Exhibits knowledge of continuous improvement methodologies
- Establishes clear goals, expectations, deliverables, deadlines and metrics for success
- Approaches their role with a deep-seeded sense of personal accountability for the success of City Schools' Racial Equity Policy
- Shows desire and ability to work in a multi-ethnic and multicultural environment with district and school leaders, staff and students
- Demonstrated belief in and commitment to the potential of youth to succeed in rigorous educational settings

- Strong interpersonal skills demonstrated through understanding the importance of team building, collaboration, collective problem-solving, and the ability to provide and receive constructive feedback
- Embodies a learner's mindset and routinely reflects on work
- Excellent verbal and written communication skills, including the ability to help create and deliver persuasive presentations for diverse stakeholders
- Demonstrated ability to leverage a system- and improvement-mindset when faced with complex problems
- Skilled in interpreting, understanding, and applying data
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

## COMPETENCIES

- Customer Focus - Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service.
- Interpersonal Skills - Builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; can put others at ease and disarm hostility.
- Managing Relationships - Responds and relates well to people in all positions; is seen as a team player and is cooperative; looks for common ground and solves problems for the good of all.
- Functional/Technical Skills - Possesses required functional and technical knowledge and skill to accomplish job tasks at a high level; demonstrates active interest and ability to enhance and apply new functional skills.

**Maximum Salary**\$89,405.00

**Minimum Salary**\$72,252.00

## Desired Qualifications

- Bachelor's degree required, Master's degree preferred.
- At least 4 years of work experience in rigorous qualitative and quantitative data analysis.
- Has significant experience with spreadsheets, forms, databases, data visualization and data cleaning, coding and validation.
- Experience with using data from multiple sources, qualitative and quantitative, to support learning and improvement.
- A preference for candidates with experience in local school districts or schools.

**Full time or Part time**Full time

## Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:  
<http://www.baltimorecityschools.org>

- Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see City Schools' [non-discrimination statement](#) City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

**This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.**

**This position is affiliated with the City Retirement Plan.**