Various Positions-Achievement and Accountability Office

Data Analyst - Special Education
District Office

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Under the leadership of the Manager - Special Education Data Reporting and the Director of Knowledge Management, the Data Analyst will support the strategic use of special education data and analytics to inform decisions made at the district and school level. Specifically, the Data Analyst is responsible for ensuring the accuracy of special education and student information data through monitoring data collection and corrections and through the assembling, cleaning, managing and analysis of data sets for performance management, predictive analytics and data reporting projects based on federal and state reporting guidelines, district priorities, and school needs. The Data Analyst will contribute to the data visualization and reporting discussions to ensure end-user understanding and application of the data being presented. The Data Analyst will support the use of data systems and tools, inform conversations, and develop data literacy among school leadership teams.

Essential Functions

- Manages the development and implementation of specific project plans to include timelines, responsible parties, communications, and key performance indicators. Takes ownership of such plans while seeking support, feedback, and partnership where appropriate related to the monitoring, reporting, and use of data for special education programming.
- Maintains a proficient level of knowledge of the requirements under federal, state, and local mandates and guidelines for special education data management and reporting.
- Develops and makes improvements to daily, monthly, and quarterly reports and conducts the necessary updates and review to ensure the timely and accurate entry of data, to determine if data corrections and validation occurs at each school, and to identify specific trends among schools, users, and specific programs.
- Performs data analysis to identify trends, problems and issues that need to be addressed through targeted technical support, training, modifications to policies and procedures.
- Ensures accurate and timely completion of reports as required by various federal, state, and local laws, mandates, and policies.
- Designs custom reports and queries to target specific data management issues and develop monitoring mechanisms to ensure that issues are resolved in a timely fashion.
- Develops plans for interventions at schools, within groups of schools, and at the district level to address both isolated and systemic data entry and management problems. Collaborates with other departments to implement corrective action plans.
- Collects, compiles, interprets, and prepares statistical, operational and performance data for management decision making and public presentation; provides assistance in performance measurement.
• Develops, memos and reports as needed based on school or departmental input from the City Schools' field and research of subject-matter literature and current practices.
• Rigorously prioritizes individual tasks and seeks clarity from supervisor in the event of competing priorities.
• Maintains currency of knowledge with respect to educational research, data drive decision-making processes tools and supports.
• Serves as a team member that demonstrates flexibility in a fast-paced exciting environment.
• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards

Maximum Salary $84,891.00
Minimum Salary $68,604.00

Desired Qualifications

• Bachelor's degree in data analysis, applied mathematics, or related field. Master's degree preferred. Degree must be from an accredited college or institution.
• Three years of work experience or graduate level training in education, special education, data management, designing and developing data and reporting tools preferably in public education, and/or experience supporting adult learning needs in using data to drive decision-making. Knowledge of special education reporting procedures preferred.
• Proficiency in working with and analyzing large data sets.
• Experience in analyzing, summarizing, and reporting data within a quick turnaround time and of high quality. Experience automating data analytics by effectively utilizing open-source coding languages such as Python or R.
• Experience with advanced MS Excel functions (including pivot tables, look up procedures and complex formulas within nested logic, and visual basic for applications).
• Experience with data visualization principles, dashboard development, and associated platforms (PowerBI preferred).
• Maintains currency of knowledge with respect to educational research, data driven decision-making processes tools and supports.
• Excellent quantitative thinking, including the ability to examine available data, apply decision rules and analytical methods and produce meaningful results. Familiar with data specific to students with disabilities preferred (include compliance requirements, assessments, etc.).
• Strong attention to detail and demonstrated evidence of project management while managing multiple projects with high accuracy in a high pressure, deadline regulated environment.

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

This position is affiliated with the City Retirement Plan.

Manager - Data Quality
District Office

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City Schools' Office of Achievement and Accountability (OAA) plays a critical role in supporting schools and holding them accountable for student results. The knowledge management department is charged with collecting, analyzing and sharing data to enable City Schools to make data-driven decisions with the goal of improving academic outcomes for all students.

OAA currently seeks an experienced project manager to serve as Manager - Data Quality within the knowledge management department. The Manager is responsible for overseeing and/or leading critical projects related to City Schools' data quality and state data reporting processes. The Manager will be responsible for identifying and implementing process improvements, communicating with the Maryland State Department of Education (MSDE), and managing staff that work on data management projects. The Manager is also responsible for the Office of Student Records which oversees the fulfillment of transcript requests for former students.
Essential Functions

- Plans and implements data quality projects:
  - Develops and/or executes strategies to increase data quality in the district.
  - Maintains current working knowledge of the relevant processes within City Schools and MSDE and systems required to execute data quality projects.
  - Creates and manages project plans including work breakdown structures and schedules to successfully complete projects according to City Schools and MSDE timelines and standards.
  - Plans, executes, and/or monitors the following elements for each project as needed: district and school-level communication, training, error resolution, and quality control process, among others.
  - Identifies risks and opportunities in projects and provide recommendations on how to mitigate or exploit each.
  - Fosters strong relationships with staff across the district in offices including the Academic Office, Office of Information Technology, and Schools Office.
  - Works closely with colleagues in City Schools' Office of Information Technology to ensure tools and processes are available to support data cleansing processes.
  - Establishes standard project management processes for data quality projects.

- Identifies and implements process improvements:
  - Identifies process weak points and propose improvements for data cleansing and reporting processes.
  - Implements improvements to support and improve data quality in the district.

- Manages Data Quality Analysts and Student Records Technicians:
  - Provides training and support to staff as needed.
  - Ensures staff meets all MSDE and City Schools deadlines and requirements.
  - Identifies areas of growth and support professional development for staff.

- Provides expertise around state reporting requirements and data systems
  - Collaborates with other departments on shared priorities.
  - Serves as point of contact for district colleagues.

- Communicates with MSDE on state data submission projects:
  - Serves as point of contact for MSDE and other LEAs for managing data quality projects for the district.
  - Provides expertise on the relationship among various data points and processes used by City Schools and MSDE.

- Accountabilities:
  - Meets established goals and objectives related to data quality projects and processes.
  - Streamlines communication to Chief Achievement & Accountability Officer by keeping the Director of Knowledge Management abreast of data quality efforts.
  - Provides professional and courteous service to all City Schools’ stakeholders including school level staff, district office staff, senior management, media representatives, community groups, and other public officials.

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal and state laws, school board policies and the professional standards.

**Maximum Salary** $106,872.00
Minimum Salary $94,997.00

Desired Qualifications

- Bachelor's degree and 5 years of relevant experience; Master's degree and 3 years of relevant experience, or PhD. and 1 year of relevant experience. Degree must be from an accredited college or institution.
- Project Management Professional certification strongly preferred.
- Experience managing projects related to data quality and implementing process improvements for a large organization.
- Strong analytical and problem-solving skills.
- Knowledge of educational research and urban education policy issues preferred.
- Ability to work effectively in fast-paced environment with high-priority deadlines and multiple stakeholder viewpoints.
- Exceptional interpersonal skills that inspire teams and nurture trust-based relationships.
- Excellent written and verbal communication skills including comfort with presenting and training in both one-on-one and group settings.
- Proficient in the use of computer applications, especially Microsoft Excel. Including ability to develop pivot tables and charts, v-look up formulas, and other formulas as needed.
- Ability to demonstrate dedication to vision, mission, goals, and objectives of City Schools so that each child will succeed.

Full time

Additional Details

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- 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
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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

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This position is not affiliated with any bargaining unit.

This position is affiliated with the City Retirement Plan.

Staff Associate - Non Public Placement
District Office

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Provides administrative support in the planning, development, implementation and administration of federally funded programs. The Staff Associate, under direction of the Director, facilitates communication with nonpublic schools regarding the Title I and II funded equitable services programs.

**Essential Functions**

- Performs a variety of professional tasks and assignments in support of the implementation of Title funded programs.
- Supports the administration of the Title I and Title II allocations to charter and nonpublic schools.
- Tracks expenditures of Title funded programs to ensure that funds are spent according to the approved spending plans and within established timelines.
- Supports monitoring and reviews of documentation to determine compliance for Title funded programs.
- Supports maintenance of documentation in support of MSDE monitoring reviews.
- Recommends and implements operational and accountability improvements based on thorough and broad analysis of program needs.
- Collects, analyzes, and reports on data associated with the implementation of Title funded programs.
- Conducts site visits to ensure implementation and compliance of Title funded programs.
- Plans and implements program focus groups, and information sessions for staff and/or community groups.
- Develops and disseminates information to schools, families and communities.
- Performs and promotes all activities in compliance with Equal Opportunity Employment and nondiscrimination polices; follows federal laws, state laws, school board policies and the professional standards.

**Maximum Salary** $84,891.00

**Minimum Salary** $68,604.00

**Desired Qualifications**

- Bachelor's degree in an educational field of study. Degree must be from an accredited college or institution.
• One to three years’ experience in grants management or experience coordinating and/or implementing K-12 education programs.
• Working knowledge of budget design and accounting principles.
• Ability to work independently.
• Strong organizational skills.
• Ability to develop and maintain effective working relationships with a wide range of school staff, administrators, and private institutions.
• Excellent verbal and written communication skills.
• Interpersonal skills that ensure effective team building
• Proficient in the use of computer applications, including Microsoft Office.

**Full time**

**Additional Details**

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