Various Positions-Achievement and Accountability Office

Data Analyst - Special Education
District Office

*Apply for this position at Jobs | Baltimore City Public Schools (baltimorecityschools.org)

**All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate.

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 driven 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: http://www.baltimorecityschools.org

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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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**All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate.

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-lookup 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

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

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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 policies; 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

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.
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This position is affiliated with the City Retirement Plan.

Manager – Grants
District Office

*Apply for this position at: Jobs | Baltimore City Public Schools (baltimorecityschools.org)

Under the leadership of the Director of Data Monitoring and Compliance, the Manager - Grants is responsible for providing leadership, guidance, professional development, and technical assistance for managing grants within the Office of Achievement and Accountability, in accordance with federal regulations and guidance. The Manager is responsible for developing and implementing a system
designed to support the strategic utilization of Federal, state, and private grant funding while ensuring all programmatic and statutory requirements are met.

**Essential Functions**

- Establishes and administers a grants management system that:
  - Supports the application and development process;
  - Includes procedures to ensure compliance with state, Federal, and other regulations;
  - Includes an evaluation process to ultimately confirm attainment of grant and benefit to the school district; and,
  - Creates processes and milestones for monitoring progress and efficient use of funds.

- Coordinates a cross-functional team to ensure continuous improvement throughout the district by supporting creative and strategic utilization of grant funds
- Coordinates a system for vetting grant opportunities and grant applications to ensure alignment with district strategic priorities.
- Produce interim and annual reports regarding grant utilization, alignment to district priorities and compliance with programmatic and statutory requirements.
- Provides guidance, technical assistance, and capacity building professional development to district office and school based staff to ensure compliance with all Federal and state requirements for awarded grants.
- Serves as the point-of-contact for all internal and external grant monitoring activities for Title II and IV.
- Implements a system of self-monitoring procedures to ensure district is in compliant with all aspects of the MSDE annual program review.

**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:** $97,335  
**Minimum Salary:** $86,520

**Desired Qualifications**

- Bachelor's degree from an accredited college or university 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.
• Ability to think strategically, plan, coordinate, supervise and/or evaluate the work of internal and external managers and staff involved in grant activity.
• Ability to build an effective team, establish processes and structures to improve operations and to use data to inform decisions.
• Ability to work independently and, when necessary and appropriate, collaboratively with school and district office staff.
• Strong written and oral communication and human relations skills.
• Proficiency with programs such as Microsoft Word, Excel, and PowerPoint.

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
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This position is not affiliated with any bargaining unit.

Program Manager - Stakeholder Feedback
District Office

*Apply for this job at: Jobs | Baltimore City Public Schools (baltimorecityschools.org)

Under the supervision of the Director of Research (Office of Achievement and Accountability), the Project Manager - Stakeholder Feedback will oversee the District Office's ongoing stakeholder feedback outreach efforts (e.g. surveys, townhalls, polls, focus groups) pertaining to districtwide initiatives with the various
assigned personnel leads from the district office. This work includes scheduling, tracking, coordination, vendor management, and progress reporting.

**Essential Functions**

- Functions as a project manager in the implementation and coordination of internal resources and third party/vendors for execution of stakeholder feedback data collection.
- Leads the development of survey instruments and focus group guides and the analysis of the results.
- Oversees collection of stakeholder feedback, serving as lead and coordinating all phases, inclusive of coaching the various workgroups on the design, implementation, and analysis of our survey data; from preparation through final dissemination; oversight of stakeholder needs assessments; analyzes and interprets quantitative data; conducts, facilitates, and/or interprets results of interviews, focus groups, observations, and document analyses.
- Prepares reports and/or presentations to meet the needs of various audiences, including individual stakeholder groups' feedback presentations/statistical and narrative reports surfacing key policy questions.
- Manages awareness and practical application of all district stakeholder feedback (whether through existing mechanisms or independent follow ups).
- Maintains currency of knowledge with respect to survey research, knowledge management, stakeholder feedback, and performance management.
- Works closely with the Communications department within the Office of Communications, Engagement and Enrollment to effectively share survey results publicly, in a timely manner, and the importance of survey administration as it aligns with district priorities and initiatives.
- Ensures that all tasks are delivered on-time, within scope and budgets.
- Ensures resource availability and allocation.
- Develops a detailed project plan to monitor and track progress to ensure maximum survey participation from various stakeholders.
- Manages changes to the project(s) scope, project schedule(s), and project costs using appropriate verification techniques.
- Measures project performance using appropriate tools and techniques.
- Reports and escalates to management as needed.
- Successfully manages the relationships with multiple stakeholders (research partners, school staff, district office staff, and district/community stakeholders).
- Performs risk management to minimize project(s) risks (for example, including open-ended questions in surveys).
- Establishes and maintains comprehensive project documentation.
- Assists in responding to internal and external data requests and the ongoing collaboration with partners conducting research in the district related to stakeholder feedback.
- Serves as a team member that demonstrates much flexibility in a fast-paced exciting work environment.
- 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.

**Maximum Salary:** $91,258  
**Minimum Salary:** $74,643
Desired Qualifications

- Master's degree in management, education, psychology, sociology, or related field, including coursework in research design, statistics, research methodology, qualitative research, or related areas. Proven working experience in project management; preferably in education or non-profit sectors.
- Understanding of current research and statistical models in K-12 education.
- Knowledge of quantitative design and experience with descriptive, inferential, and item statistics.
- Knowledge of qualitative methodologies including interviews, focus groups, observations, and document analysis.
- Demonstrated understanding of project management principles and practices. Strong leadership skills.
- Strong organizational skills including attention to detail and demonstrated evidence of the ability to manage multiple projects with high accuracy in a high pressure, deadline regulated environment.
- Excellent oral and written communication skills; capable of effectively communicating to a variety of audiences.
- Strong working knowledge of Microsoft Office, online survey platforms (e.g., K12Insight, Survey Monkey, Qualtrics, Panorama), statistical analysis or programming software (e.g., R and focus group protocols).

Full time

Additional Details

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**Analyst I - External Research**  
District Office

Apply for this position at: [Jobs | Baltimore City Public Schools](baltimorecityschools.org)

The Analyst I - External Research provides support to external partners and vendors who provide services to students and the district by collecting, entering, verifying, analyzing, and reporting data and other information for internal and external use. The Analyst supports the evaluation of these programs by monitoring and completing data requests as well supporting the analyses of various programs.

**Essential Functions**

- Assists in collecting, entering, and verifying student, school, and district level data for external partners.
- Conducts analyses using Excel and/or other statistical software (R, SPSS, Stata).
- Responds to internal and external data requests and prepares data extracts and/or interim and final reports.
- Communicates with external partners to clarify data requests and assist in the understanding of data shared.
- Manages a process for tracking all components of various data requests.
- Maintains a strong knowledge of key partners' data sharing agreements and collaborates with Legal and other City Schools offices when necessary to receive clarification on requests.
- Keeps the Manager of External Research and Research Director abreast of all matters pertaining to the preparation of data scheduled to be released or disseminated to schools, central offices or external entities.
- 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.

**Maximum Salary**: $67,319.00  
**Minimum Salary**: $54,276.00

**Desired Qualifications**

- Bachelor's degree with coursework in research design, statistics, research methodology, computer programming, and/or related areas. Degree must be from an accredited college or institution.
- One year of experience in research, programming, data cleansing, or designing and developing databases. Experience must have included the use of Microsoft Excel and/or other spreadsheet software and the use of R and/or other statistical packages for data entry purposes. Basic proficiency or knowledge of a programming language such as SQL or Python is preferred.
- Strong attention to detail, data analysis, problem solving skills, and effective project management skills required.
• Ability to work effectively in high paced environment, with deadlines, and multiple stakeholder viewpoints.
• Exceptional interpersonal skills that nurture trust based relationships.
• Excellent verbal and written communication skills.
• Proficient in the use of computer applications, including Microsoft Office.
• Ability to demonstrate dedication to vision, mission, goals, and objectives of City Schools so that each child will succeed.

Full time

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Analyst - Grants Management
District Office

Apply for this position at: Jobs | Baltimore City Public Schools (baltimorecityschools.org)

Provides guidance and technical assistance to grants managers and support staff on grant implementation, administration, and reporting to ensure smooth operation of assigned competitive or entitlement grant programs and contractual agreements. Responsible for researching and monitoring the expenditures of local, state, federal, and private grant programs and facilitating the expenditure of funds in compliance with grantor and local requirements.
Essential Functions

- Provides advice and technical assistance in the implementation of grant programs and reporting. Functions as a resource team member in regard to compliance regulations and legislative issues impacting the use of grant funds and delivery of assigned programs.
- Participates in monitoring grant programs and report components, communicating with school system staff, collaborative partners, and granting agencies.
- Uses computer packages, databases, and on-line services to track and manage grant information and generate reports.
- Confers with instructional staff in resolving grant questions raised during the implementation of grant programs.
- Conducts ongoing grant reviews to identify areas of concern in the program implementation process, and targets corrective actions to ensure that expenditure of funds reflects program requirements.
- Provides technical advice and assistance in grant program and financial matters.
- Forms and assists project management teams responsible for effecting grant programs, and coordinates with key budget and financial staff as appropriate.
- Keeps abreast of current school system developments that may impact the management of grant programs, contractual agreements, and compilation of reports.
- Facilitates training for grant managers.
- 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.

Maximum Salary $82,023.00
Minimum Salary $67,094.00

Desired Qualifications

- Bachelor's degree in education, business administration, or a related field from an accredited college or university (Master's preferred).
- Three (3) years successful related professional experience in monitoring sponsored or non-sponsored projects and tracking expenditures, preferably in an education environment.
- Experience working with county, state, federal, and/or private agencies desirable.
- Experience working with contractual agreements also desirable.
- Equivalent combination of experience and training which provides the required knowledge, skills and abilities necessary to perform effectively in this position may be considered.
- Considerable knowledge of grants management and reporting processes.
- Knowledge of budget/accounting methods and procedures.
- Knowledge of granting agency requirements and grant criteria and familiarity with reporting instruments and administrative procedures for monitoring grant awards and of related computer packages and on-line resources.
- Excellent oral and written communications and interpersonal skills.
- Proficient in Microsoft Word, Excel, and PowerPoint.
• Ability to prioritize, plan, and execute multiple, complicated and continuing assignments in a timely manner.
• Ability to work effectively under tight deadlines and heavy workloads.
• Ability to analyze, interpret, and report findings and recommendations regarding grants management processes.

Full time

Qualified candidates for the above position must submit the following:

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