In agreement with our union partners, we are now requiring all staff members to have received both doses of the Pfizer or Moderna COVID-19 vaccines or the single dose of the Johnson & Johnson COVID-19 vaccine by November 1, 2021. There will be an opportunity for staff members to apply for a medical or religious exemption to this mandate.

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:** 67319.00  
**Minimum Salary:** 54276.00

**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 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 does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 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.