

Analyst - Knowledge Management

Under the leadership of the team Manager and the Director of Knowledge Management, the Analyst Knowledge Management will support the strategic use of data and analytics to inform decision making at the district and school level. Specifically, the Analyst Knowledge Management is responsible for designing and managing projects and reports that equip professionals at every level of the organization with access to information to improve educational outcomes for students. The Analyst Knowledge Management is responsible for compiling, cleaning, managing, and analyzing data for performance management, analytics and data reporting projects based on federal and state reporting guidelines, district priorities, and school needs. The Analyst Knowledge Management will contribute to data visualization and reporting discussions to ensure end-user understanding and application of the data being presented. The Analyst Knowledge Management will support the use of data systems and tools, inform conversations, and promote data literacy across district and school leadership teams.

Essential Functions

- Collects, compiles, interprets, and prepares statistical, operational and performance data for management decision making and presentations;
- Applies statistical techniques to report on system progress on various indicators including attendance, enrollment, graduation, and student achievement. Identifies and troubleshoots anomalies as they arise to ensure data quality and integrity. Addresses internal and external adhoc data requests and prepares data files and summary reports.
- Contributes to the creation and maintenance of a growing library of dashboards, reports, and interactive data visualizations preferably using Power BI.
- Performs data analysis to identify trends, or issues that need to be addressed through targeted technical support, training, and/or modifications to policies and procedures.
- Ensures accurate and timely completion of reports as required by various federal, state, and local laws, mandates, and policies.
- Documents business rules and technical requirements related to analyses and dashboards.
- Engages multiple stakeholders and ensures collaboration between the Knowledge Management Team and other City Schools departments and schools around the effective use of data in decision-making.
- Serves as a team member that demonstrates flexibility in a fast-paced exciting work environment.
- Coordinates with the Office of Information Technology, Academics, Schools and external partners on data systems and tools to ensure effectiveness.
- 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.

- Develops memos, reports, and presentations as needed based on school or departmental input and informed by research of subject-matter literature and current practices. Supports the development, communication, and modification of City Schools Knowledge Management data systems and tools for optimal performance.
- Rigorously prioritizes individual tasks and seeks clarity from supervisor in the event of competing priorities. Briefs the Manager on all assigned projects.
- Maintains currency of knowledge with respect to educational research, data driven decision-making processes, tools, and methods for continuous improvement.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and professional standards.

Maximum Salary\$129,933.00

Minimum Salary\$85,709.00

Desired Qualifications

- Unless expressly stated otherwise with respect to the qualifications indicated in the position description, City Schools reserves the right to consider other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position.
- Bachelor's degree in data analysis, applied mathematics, Data Science, Statistics, Computer Science, Economics, Engineering, Business 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 programming, data management, designing and developing data and reporting tools, information systems, data analysis and/or experience supporting adult learning needs in using data to drive decision-making.
- Excellent quantitative thinking skills, including the ability to examine large data sets, apply decision rules and analytical methods and produce meaningful results.
- Experience in analyzing, summarizing, and reporting data within a quick turnaround time and of high quality.
- Experience in quickly merging and summarizing data, including experience in data management, data cleansing, analysis, report writing or Advanced Microsoft Excel skills (including pivot tables, lookup procedures and complex formulas with nested logic, and visual basic for applications).
- Experience automating data analytics by effectively utilizing open-source coding languages such as Python or R.
- Experience with data visualization principles, dashboard development, and associated platforms (PowerBI preferred).
- Strong attention to detail and demonstrated evidence of the ability to manage multiple projects with high accuracy in a high pressure, deadline regulated environment.
- Excellent interpersonal skills and the ability to work effectively in teams.

- Knowledge of laws, regulations, policies, and research impacting public education is preferred.
- Strong oral and written communication skills; capable of effectively communicating with a variety of audiences.
- Maintains currency of knowledge with respect to educational research, data driven decision-making processes tools and supports.
- Ability to demonstrate dedication to the 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>

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 Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JCK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access

to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the Paraprofessional and School-Related Personnel (PSRP) bargaining union.

This position is affiliated with the City Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$85709 - 102003).