Boston Public Schools
Data Governance Manager (SY20-21) (00053202-SY2021)

JOB POSTING

Job Details
Title  
Data Governance Manager (SY20-21)  
Posting ID  
00053202-SY2021  
Description  
General Information
JOB TITLE: Data Governance Manager  
FTE: 1.0

Job Description

REPORTS TO: Director of Research

Boston Public Schools is seeking to fill the position of a Data Governance Manager in the Office of Data and Accountability. This position will be responsible for establishing, improving, monitoring, and training the organization on data management and data quality processes. This position will work with Data Governance Committee and key members of the organization to facilitate and monitor data collection, storage, sharing, and reporting in a manner consistent with the needs of the organization. This position will also be responsible for seeking out program, process and technological improvements/innovations that will foster improved data quality and reporting. Through benchmarking, work practice review, and user-centered design, this position will be responsible for ensuring the documentation and consistent implementation of best practices for data governance.

RESPONSIBILITIES:

- Work with the Director of Research, Director of Analytics, and Data Quality Analyst within the Office of Data and Accountability to identify priority areas for monitoring data quality.
- In partnership with the Data Quality Analyst, implement innovations and efficiencies to our data quality monitoring practices.
- Oversee the Data Governance Committee, which includes facilitating meetings and managing action items.
- Identify, train, and maintain a current roster of Data Stewards, Data Owners, and Data Custodians for each of our major information systems.
- Support Data Stewards, Data Owners, and Data Custodians in performing their assigned duties (i.e., Data Stewards resolve data quality issues; Data Owners establish data element rules and definitions; and Data Custodians determine efficient and accurate ways to store data).
- Maintain a data collection and reporting calendar.
- Maintain a log of critical data issues that identifies problems that impede data collection, storage, and reporting, and use this log as a communication tool with Data Stewards and Custodians.
- Convene working groups of Data Stewards to address critical data issues that involve multiple program areas.
- Facilitate collaboration between program areas and technology regarding data quality.
- In partnership with the Data Quality Analyst, develop a process for mapping data systems and documenting the life-cycle of data elements through databases from time of collection to end-user reporting.
- Facilitate the review of major changes to the organization’s databases or supporting applications through the Data Governance Committee, ensuring that revisions conform to the desired future-state architecture.
- Establish and manage the approval process for data releases to ensure accuracy and security.
- Serve as organization contact regarding data governance.
- Work with the Executive Director and Director of Research within the Office of Data and Accountability to ensure data access for research activities across the district.
Identify source data in each data information system that will be used to provide aggregate or individual-level student data to partners and researchers.

QUALIFICATIONS REQUIRED:

- Current authorization to work in the United States - Candidates must have such authorization by their first day of employment
- Bachelor’s Degree and a minimum of 3 years of database management experience, preferably in K-12 education OR Master’s Degree in related field and a minimum of 1 year of database management experience.
- Strong ability to lead teams, plan agendas, and facilitate meetings.
- Strong customer service focus.
- Excellent problem solving skills.
- The ability to explain complex technical concepts in clear, concise, and easy to understand terms.
- The ability to react to requests with both flexibility and firmness (and the ability to distinguish when to use which skill).
- Strong analytic and data systems management skills, as well as extremely strong attention to detail.
- Proficiency and/or expertise with statistical analysis software and programming languages such as, SQL, Java, Python, R etc.
- Enthusiasm for working on technical projects with diverse team to completion.
- Excellent time management skills, experience balancing competing priorities, and prioritizing resources.
- Ability to communicate across teams.

QUALIFICATIONS PREFERRED:

- Master’s Degree

TERMS:
Managerial, Tier C43 This position subject to the City of Boston residency requirement.

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<th>Shift Type</th>
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<td>Salary Range</td>
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<td>Location</td>
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Applications Accepted

| Start Date | 03/04/2020 |
| End Date   | 04/04/2020  |