Boston Public Schools
Data and Analytics Manager, Food & Nutrition Services (SY21-22) (00062915-SY2122)

JOB POSTING

Job Details

Title
Data and Analytics Manager, Food & Nutrition Services (SY21-22)
Posting ID
00062915-SY2122
Description
REPORTS TO: Director of Finance and Business Development, Food and Nutrition Services

POSITION OVERVIEW:
The Manager of Data and Analytics resides in the Food and Nutrition Services Department (FNS) within the Operations Division of the Boston Public Schools, reporting to FNS’s Director of Finance and Business Development. The Manager of Data and Analytics is responsible for ensuring that the staff of Food and Nutrition Services effectively use data to inform operational decisions, implement departmental strategy, and advance the mission of Boston Public Schools. The Manager of Data and Analytics not only maintains the department’s data systems, but also serves as a critical thought partner in implementing policy regarding implementing efficiencies, reduce waste, drive system-wide improvements, communicate progress, and influence the broader political landscape surrounding the department’s efforts.

The Manager of Data and Analytics will serve in a role within the Food and Nutrition Services Department. The Manager of Data and Analytics will also be responsible for developing a high level of expertise with regard to the procedures and policies that govern the department’s operations, and in how our data systems can best support their consistent implementation.

RESPONSIBILITIES:
Manage the department’s management information systems.
- Train and support both school-based and central office staff to effectively use both front-of-house functions (e.g. recording reimbursable meals served and items sold) and back-of-house functions (e.g. inventory management, production records, ordering).
- Work with vendors to configure and customize data systems to meet FNS needs.
- In conjunction with OIIT, manage access, maintaining data security while ensuring staff members have the appropriate access to complete their work.
- Back up data in accordance with prescribed policies and procedures.
- Develop custom reports to meet the needs of various FNS teams.
- Work with BPS IT staff and/or vendor support staff to address issues affecting system performance.
- Supervise the Computer Repair Technician

Develop a culture of data-informed decision making throughout the department.
- Contribute to the development of internal department goals, as well as indicators to measure progress toward those goals.
- Build analytical skills and knowledge within the department, and ensure the integrity of data collection, analysis and use.
- Promote the use of common data standards and tools that facilitate data integration and analysis.
- Conduct analysis projects and support processes that require integrating data from multiple sources.
- Work with other teams to collect and analyze data in areas where FNS does not currently have robust data collection methods, including feedback from students, families, and school leaders, as well as staff satisfaction and morale.
- Facilitate a cyclical process to improve the effectiveness of the department by reviewing data, generating testable hypotheses, clarifying a theory of action, identifying appropriate interventions, undertaking those interventions, and revisiting data at preset intervals.
- Performs other duties as assigned

QUALIFICATIONS - REQUIRED:
Bachelor’s degree
3 or more years professional experience in data analysis, business analytics, or a similar role

Excellent analytical and problem-solving skills
Advanced proficiency with Microsoft Excel and Google Sheets
Experience with at least one coding language (e.g. R, Python, SPSS, STATA; preference for experience with R), including ability to write scripts to clean and wrangle data, create reproducible reports, automate tasks, etc.
Experience using Structured Query Language (SQL) to pull information from relational databases
Excellent oral and written communication skills, particularly in translating data into easy-to-interpret, actionable reports or presentations
Demonstrated ability to teach complex procedures or concepts to others, and to work with people who have varying levels of computer skills and data literacy
Demonstrated ability to manage projects and work cross-functionally
Strong organizational and time-management skills, with ability to prioritize competing demands
Current authorization to work in the United States
An understanding of and commitment to gain greater understanding of what is necessary for an urban school system to enjoy continuous improvement in an increasingly complex and competitive environment.
A deeply held and unyielding belief in the overarching mission of public education.

QUALIFICATIONS - PREFERRED:

Master’s degree in data analytics, statistics, computer science, economics, business, or a technology-related field
Proficiency with Tableau or other data visualization tools
Experience implementing enterprise-level data systems
Experience with point-of-sale technology
Knowledge of best practices in survey design and experience administering customer or employee satisfaction surveys
Familiarity with Boston and Boston Public Schools.

Terms: Managerial, C42. City of Boston Residency is Required.

The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, employment, or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals’ dignity or interferes with their ability to learn or work.

Shift Type Central Office
Salary Range C42 ($89,864) / 1.0 FTE
Location Central Office - Food & Nutrition Services

Applications Accepted
Start Date 06/30/2021
End Date 02/28/2022