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**Job Title:** Director, Data Analytics & Research  
**Office:** Office of Data Systems and Strategy  
**Salary Range:** 1-5 / $112,507 - $126,971  
**NTE Date:** N/A  

**Position Overview**

The mission of the Office of Data Systems and Strategy is to support schools and the district as a whole to use technology and data effectively to accelerate student achievement. The Office includes the following teams:

- **The Information Technology** team provides DCPS students and staff, in every school, with the infrastructure, systems, and support to use technology effectively to accelerate student achievement.
- **The Assessments** team leads and supports schools in the administration of summative assessments and surveys and ensures test integrity is maintained during assessments.
- **The Data** team ensures stakeholders at all levels of the organization have access to accurate, timely, and relevant data by organizing, validating, and reporting on student data and by conducting analysis and research to inform decision-making.
- **The School Data & Performance** team supports and builds school-based capacity to use data tools to inform school planning and decision-making.

The **Data** team is responsible for managing the data systems, reporting, and analytics needed to achieve DCPS’s strategic goals. The division supports a variety of stakeholders, ensuring that stakeholders at all levels of the organization have access to accurate, timely, and relevant data by organizing, validating, and reporting on student data needed for efficient operations and effective decision-making. We are focused on data management and data quality to ensure accurate and timely reporting of relevant data.

The Director, Analysis & Research is responsible for leading the analysis, reporting, and strategic use of student outcome and school data across the district. The Director oversees a team responsible for the analysis and reporting of student and school data including but not limited to summative and formative assessments, graduation rates, and surveys; analyzes and presents key student outcomes and school results to internal and external stakeholders including DCPS senior leaders; evaluates the effectiveness of internal DCPS initiatives and programs; researches, maintains, and shares agency-wide a library of evidence-based strategies to address student socio-emotional and academic needs; and builds capacity and tools to enable stakeholders at various levels of the organization to use data to drive continuous improvement. The Director, Analysis & Research reports to the Deputy Chief, Data.
The Director, Data Analytics & Research will report to the Deputy Chief, Data.

**Essential Duties and Responsibilities**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.*

- Overall responsibility for directing the team verifying, analyzing, and reporting of student outcomes data, in particular summative assessments, graduation rates and other accountability outcomes; verifies and reports accountability results for all schools; troubleshoots anomalies in data; and produces analyses of the data to support DCPS needs – often under tight deadlines.

- Directs the Data Analytics & Research team in reporting official accountability data and building capacity, tools, systems, and processes that enable various stakeholders to use achievement data to drive planning and decision-making.

- Serving as a primary point of contact, works closely and liaises with the Office of the State Superintendent of Education (OSSE) to ensure the accuracy and timely reporting of state accountability data.

- Manages two direct reports responsible for supporting the analysis and reporting of student outcomes data, annual districtwide surveys, research, and evaluation projects;

- Prepares and presents key data analysis directly to the district’s senior leadership, summarizing relevant trends, progress and key points of analysis and distilling conclusions that will accelerate the learning curve of DCPS senior leadership; translates complex analyses into a format that a broader audience can understand and act upon; and develops communication skills of direct reports to do the same.

- Works directly with DCPS senior leaders, program staff, and department leadership teams to identify achievement related research and analytic priorities; applies deep content knowledge and relevant expertise to design and implement research and analytics that mitigate for selection bias and other confounding factors.

- Develops clear, specific, and ambitious performance measures for multiple projects and operational priorities; and directs the work of direct reports based on volume, priorities, and strategic context.

- Supports Deputy Chief, Data in developing innovation and best-practice sharing within the Office of Data and Strategy, between Offices of DCPS and other key stakeholders through continuous flow of information and creating opportunities for collaboration and idea exchange in the form of data/information.

- Tracks the progress of multiple projects within larger strategic context and intervenes where necessary to resolve complex obstacles to success; and interprets impact of changes in policy and regulation on projects. Develops clear, specific, and ambitious performance measures for multiple projects and operational priorities; and coordinates and directs the work of direct reports based on volume, priorities, and strategic context.

- Determines resource needs for program success within context of broader DCPS strategy and initiatives.

- Anticipates, identifies, and resolves complex obstacles to success of overall program as well as specific projects.
• Interviews and surveys other colleagues and management teams to determine opportunities for improvement; research specific issues; and develops detailed recommendations and implementation plans to resolve.
• Builds senior-level relationships and liaises with various internal departments to drive collaboration and project success; and interacts with and responds effectively to urgent requests from multiple internal and external DCPS stakeholders.
• Identifies and systematizes successful operational and project management methods across the department; and develops and strengthens resources for program evaluation and support.
• Stays closely aware of progress of projects, high-level initiatives, and emerging issues across DCPS organization and pro-actively helps to adjust program approach based on changes in direction, priorities, and resources. Stays aware of innovations, developments in policy, and research and advises DCPS senior management team on proposed legislation, policies, procedures, and directives affecting the specific department and projects assigned.

Qualifications

• Bachelor's degree and five to seven years of related work experience.
• Master's degree preferred.
• Previous exposure to or experience in the education sector a plus.
• Previous experience in leading and managing direct reports on technical projects and breaking down development phases into discrete tasks.
• Demonstrated experience in using data analysis to inform strategic planning and decision-making, designing, and executing quantitative research and analytics, and/or managing school district achievement data.
• Excellent interpersonal and written communication skills, including a demonstrated ability to communicate complex information to a variety of audiences clearly.
• Obsessive attention to detail and accuracy of information, including the ability to organize large amounts of data and track multiple projects simultaneously, setting priorities for analysis and use in consultation with numerous stakeholders.
• Excellent quantitative skills, including the ability to examine available data, apply decision rules and analytical methods, produce descriptive and inferential statistics, and prepare meaningful reports based on analyses that enable programmatic next steps and action.
• Advanced fluency in a statistical software package (STATA or SAS); Advanced Microsoft skills (such as the ability to create pivot tables and execute Vlookup); Experience with Qlik Sense or other business intelligence tools (such as Tableau or Microsoft BI) a plus.

DCPS Values

• STUDENTS FIRST: We recognize students as whole children and put their needs first in everything we do.
• COURAGE: We have the audacity to learn from our successes and failures, to try new things, and to lead the nation as a proof point of PK-12 success.
• EQUITY: We work proactively to eliminate opportunity gaps by interrupting institutional bias and investing in effective strategies to ensure every student succeeds.
• EXCELLENCE: We work with integrity and hold ourselves accountable for exemplary outcomes, service, and interactions.
• TEAMWORK: We recognize that our greatest asset is our collective vision and ability to work
collaboratively and authentically.

• **JOY**: We enjoy our collective work and will enthusiastically celebrate our success and each other.

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