Job Title: Specialist, Data Systems & Reporting  
Office: Office of Data Systems and Strategy  
Salary Range: 1-5 / $87,024 - $98,195  
NTE Date: 9/30/2024  

**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 Specialist, Data Systems & Reporting is responsible for overseeing a portfolio of projects related to data processing and reporting for internal and external stakeholders, maintaining DCPS data systems, and supporting DCPS's data validation efforts in coordination with the Office of the State Superintendent of Education (OSSE).

The Specialist, Data Systems & Reporting will report to the Director, Data Systems & Reporting.

**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.*

- Develops reports, dashboards, and other data visualizations that are easy to understand, are accurate, timely and actionable; fulfills data requests in an accurate and timely manner, including supporting with Data Request intake, anticipating, and preparing for regular requests, and coordinating with requesters to manage communication and due dates;
- Maintains and ensures continuous improvement of ODSS-owned data tools, including the DCPS School Profiles and Scorecards, the Schools Datalink Quickbase application, and data files on the DCPS website; manages internal communications to ensure cross-office contribution to and understanding of these resources;
- Works with Director, Data Systems & Reporting to maintain and improve existing report code base (mainly SQL) and data tables to facilitate continuity and consistency with past reporting; troubleshoots anomalies in data; writes SQL code and uses other report writing tools to make complex database queries and automate processes that will be repeated over time;
- Supports multiple state and federal data collections, such as the Civil Rights Data Collection (CRDC) every two years for the U.S. Department of Education and OSSE yearly data collections (e.g., discipline, magnet school, school directory, entity management, and staff roles);
- Supports data quality initiatives, including DCPS’s recurring data validation efforts and the annual validation of state-required data collections by proactively reviewing source data and error reports for anomalies and liaising with data system owners to develop and implement resolutions.
- Supports processing and organization of assessment data, including formative assessments and national assessments such as SAT and AP, for reporting to Aspen, school leader data dashboards, and the MTSS system;
- Supports development of dashboards and other data visualizations using MS Power BI or similar data tools; works with other teams within the Data Division to ensure alignment of reporting using efficient and consistent back-end data models.
- Builds relationships and liaises with various internal departments to understand and categorize data needs and effectively communicate possible solutions; helps build capacity across the organization to use available data to improve practices for accelerating student achievement.

**Qualifications**

- Bachelor's degree and three to five years of related work experience.
- Master's degree preferred.
- Previous exposure to or experience in the education sector strongly preferred.
• Strong 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.
• Hands-on experience in data wrangling using at least one programming language such as Stata, Python, R a plus; and experience working with relational databases and SQL strongly preferred.
• Hands-on experience in report development with a Business Intelligence data visualization tool such as Tableau, QlikSense, preferably MS Power BI a plus.
• Demonstrated learner with the ability to adopt and adapt to what's better, faster, and more efficient in the changing landscape of technology.
• Excellent interpersonal and written communication skills.
• Obsessive attention to detail and accuracy of information.
• Ability to work both independently as well as collaboratively and consultatively with others.

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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