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Job Title: Specialist, Data and Performance  
Office: Office of Data Systems and Strategy  
Salary Range: 1-5 / $84,902 - $95,800 Per Year  
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.

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The Specialist, School Data and Performance will play a lead role in fostering a data-driven, results-focused culture within schools. The Specialist will be primarily responsible for direct support of school Academic Leadership Teams with the following activities: (1) aggregating school level data, (2) analyzing data to identify key trends and inform academic policy, (3) managing a comprehensive performance process by conducting cluster level school stats, and (4) improving the capacity of all schools to use data and progress monitoring processes to measure and manage their Comprehensive School Plan and other initiatives.

The Specialist, Data and Performance will report to the Manager, School Data and Performance.

**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.

- Prepares and leads data reviews for school Academic Leadership Teams.

- Works directly with school leaders and leadership teams to review quantitative and qualitative data to identify areas of need; and builds school leader capacity to use data for planning and decision-making.

- Translates complex analyses into a format that a broader audience can understand and act upon.

- Locates, cleans, and combines available source data for analytic priorities; troubleshoots anomalies in data; and produces analyses of the data to support DCPS needs, often under tight deadlines.

- Helps manage the analysis and presentation of data and progress of data-driven initiatives for senior management; and communicates progress to key stakeholder groups and incorporates their input.

- Supports instructional superintendents and school leaders in identifying appropriate metrics and targets for school goals.

- Interviews and surveys colleagues and program teams to determine opportunities for improvement, researches specific issues, and develops recommendations and implementation plans to resolve.

- Builds relationships and liaises with various content teams to drive collaboration and synergize support by layering in data analysis and requests related to content-specific work.

- Interacts with and responds effectively to urgent requests from multiple internal and external DCPS stakeholders.

- Anticipates, identifies, and resolves complex obstacles to success of overall program as well as specific projects.

Qualifications

- Bachelor’s degree in the social sciences, education, public policy, applied mathematics, statistics or related field, and three to five years of related work experience in the field of public or education administration, business, performance measurement, program evaluation, data analysis, educational research or evaluation, or a related field.

- Master’s degree preferred.

- Previous exposure to or experience in the education sector a plus.

- Demonstrated success in using data analysis to inform strategic planning and decision-making, applying skills to communicate complex information to a variety of audiences easily and training others in measurement and target-setting.

- 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 actions.
• Fluency in a statistical software package (Stata, SAS or SPSS) and ability to use advanced Excel functionalities (pivot tables, lookup procedures for merging data).
• Strong 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 communication skills, including ability to contribute additively to discussions, drawing upon expertise to influence group outcomes.

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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