Data Analyst - Special Education

Under the leadership of the Manager - Special Education Data Reporting and the Director of Knowledge Management, the Data Analyst will support the strategic use of special education data and analytics to inform decisions made at the district and school level. Specifically, the Data Analyst is responsible for ensuring the accuracy of special education and student information data through monitoring data collection and corrections and through the assembling, cleaning, managing and analysis of data sets for performance management, predictive analytics and data reporting projects based on federal and state reporting guidelines, district priorities, and school needs. The Data Analyst will contribute to the data visualization and reporting discussions to ensure end-user understanding and application of the data being presented. The Data Analyst will support the use of data systems and tools, inform conversations, and develop data literacy among school leadership teams.

Essential Functions

- Manages the development and implementation of specific project plans to include timelines, responsible parties, communications, and key performance indicators. Takes ownership of such plans while seeking support, feedback, and partnership where appropriate related to the monitoring, reporting, and use of data for special education programming.
- Maintains a proficient level of knowledge of the requirements under federal, state, and local mandates and guidelines for special education data management and reporting.
- Develops and makes improvements to daily, monthly, and quarterly reports and conducts the necessary updates and review to ensure the timely and accurate entry of data, to determine if data corrections and validation occurs at each school, and to identify specific trends among schools, users, and specific programs.
- Performs data analysis to identify trends, problems and issues that need to be addressed through targeted technical support, training, modifications to policies and procedures.
- Ensures accurate and timely completion of reports as required by various federal, state, and local laws, mandates, and policies.
- Designs custom reports and queries to target specific data management issues and develop monitoring mechanisms to ensure that issues are resolved in a timely fashion.
- Develops plans for interventions at schools, within groups of schools, and at the district level to address both isolated and systemic data entry and management problems. Collaborates with other departments to implement corrective action plans.
- Collects, compiles, interprets, and prepares statistical, operational and performance data for management decision making and public presentation; provides assistance in performance measurement.
- Develops, memos and reports as needed based on school or departmental input from the City Schools’ field and research of subject-matter literature and current practices.
- Rigorously prioritizes individual tasks and seeks clarity from supervisor in the event of competing priorities.
- Maintains currency of knowledge with respect to educational research, data drive decision-making processes tools and supports.
- Serves as a team member that demonstrates flexibility in a fast-paced exciting environment.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards.
Maximum Salary $84891.00
Minimum Salary $68604.00

Desired Qualifications

- Bachelor's degree in data analysis, applied mathematics, or related field. Master's degree preferred. Degree must be from an accredited college or institution.
- Three years of work experience or graduate level training in education, special education, data management, designing and developing data and reporting tools preferably in public education, and/or experience supporting adult learning needs in using data to drive decision-making. Knowledge of special education reporting procedures preferred.
- Proficiency in working with and analyzing large data sets.
- Experience in analyzing, summarizing, and reporting data within a quick turnaround time and of high quality. Experience automating data analytics by effectively utilizing open-source coding languages such as Python or R.
- Experience with advanced MS Excel functions (including pivot tables, look up procedures and complex formulas within nested logic, and visual basic for applications).
- Experience with data visualization principles, dashboard development, and associated platforms (PowerBI preferred).
- Maintains currency of knowledge with respect to educational research, data driven decision-making processes tools and supports.
- Excellent quantitative thinking, including the ability to examine available data, apply decision rules and analytical methods and produce meaningful results. Familiar with data specific to students with disabilities preferred (include compliance requirements, assessments, etc.).
- Strong attention to detail and demonstrated evidence of project management while managing multiple projects with high accuracy in a high pressure, deadline regulated environment.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
http://www.baltimorecityschools.org
This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.