Specialist - Data

Under the direction of the Executive Director - Whole Child Services & Support, the Specialist - Data prepares, analyzes, and reports on data in the areas of athletics, student wholeness, school culture and climate, student conduct, attendance, and health and specialized student services. The Specialist ensures the accuracy of data pertaining to bodies of work of the office of Whole Child Services & Support through monitoring data collection and corrections and through the analysis, validation, and reporting of data. Areas of particular importance for data analysis in this role include data relevant to school climate, bullying, suspensions, attendance, athletic and extra-curricular participation, utilization of health services, and other bodies of work as determined by the Executive Director.

Essential Functions

- Compiles and prepares data pertaining to the daily operations of and student outcomes for offices encompassing Whole Child Services & Support
- Makes public presentations regarding data
- Prepares and reviews various reports to ensure the timely and accurate entry of data, data corrections and validations, and identifies 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
- Maintains a proficient level of knowledge of the data reporting and collection requirements under Board of School Commissioners policies and other requirements including the City Schools Code of Conduct
- Provides staff support to committees as assigned by the Executive Director. Support may include assistance in developing and meeting objectives consistent with the committee's charge, conducting research, analysis and interpretation of findings to aid the preparation of detailed written reports
- Collaborates with other City Schools departments as needed to ensure effective monitoring and communication of tasks and information
- Assist in responding to internal and external data requests
- Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.
- Maintains confidential and sensitive information.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies, administrative regulations, and the professional standards.

Maximum Salary $97567.00
Minimum Salary $78848.00
Desired Qualifications

- Bachelor’s degree in computer science, business, education, or related field or 2 - 3 years of relevant work experience in lieu of education. Degree must be from an accredited college or institution. Relevant experience may substitute for.
- Three years’ experience in data management, strategic planning, organizational planning, or related field preferably in the public sector or education environment.
- Additional education may be substituted on a year for year basis for up to two years of the experience requirement.
- Experience must include the use of database applications such as Microsoft Excel.
- Experience with data visualization applications such as Tableau preferred.
- Proficient in working with and analyzing large data sets.
- Excellent verbal and written communication skills, including the ability to present accurate and concise reports of conclusions and recommendations.
- Interpersonal skills that ensure productive interaction and effective team building.
- Strong organization and analytical skills.
- Demonstrated knowledge of school level data analysis regarding climate, academic, attendance/truancy trends and other areas that impact student achievement.
- Knowledge of federal and state legislation and guidelines governing the education and discipline of students.
- Unless expressly stated otherwise with respect to the qualifications indicated in the position description, City Schools reserves the right to consider other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position.
- Ability to interact with diverse constituencies and convey complicated information with tact and diplomacy.
- Proficient skill in the use of technical computer applications, including electronic databases, case management systems, and Microsoft Office, including Excel and Power Point.
- Ability to exercise independent judgment.
- Skill in research, presenting, and explaining policies and procedures, assembling data, preparing complex reports, and formulating and presenting recommendations.
- Ability to work collaboratively.
- Ability to develop and maintain strong working relationships with school system employees and managers at all levels, as well as government agencies and community stakeholders.
- Ability to multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.

Full time or Part time

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

• Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies JBA (Nondiscrimination - Students), JBB (Sex-Based Discrimination - Students), JICK (Bullying, Harassment, or Intimidation of Students), ACA (Nondiscrimination - Employees and Third Parties), ACB (Sexual Harassment - Employees and Third Parties), ACD (ADA Reasonable Accommodations), and ADA (Equity), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. Link to Full Nondiscrimination Notice.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.