An award-winning EL Education School in Washington, DC

Position Available: Student Performance Data Associate

Capital City Public Charter School is seeking a Student Performance Data Associate to lead the work of collecting, managing, and visualizing student performance data to continue building a data-driven culture at Capital City.

The Student Performance Data Associate (SPDA) reports to the Director of School Quality (DSQ) and oversees the FOCUS Data Intern (when applicable). The SPDA works closely with school administration and instructional staff.

The Student Performance Data Associate is tasked with ensuring the accuracy of assessment data and systems so we can best evaluate our student performance. The SPDA will manage the School Performance data dashboard; work with instructional staff to use internal assessment systems and their reports; facilitate the collection of school-level data; and serve as LEA Test Coordinator during statewide assessments.

This is a 12-month position which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

The responsibilities of the Student Performance Data Associate include:

Assessments and Data Rosters
- Collaborate with DSQ and campus leaders to administer common internal and state assessments.
- Manage internal, online assessments, including, but not limited to, NWEA MAP, Illuminate, SRI, GOLD
    - Ensure accuracy of student/staff data and timeliness of system set up.
    - Report data regularly and in a timely fashion.
    - Train teachers on using system to administer assessments/run reports
    - Serve as point person for system-related questions.
- Build and maintain school-level data rosters to collect various student assessment data, consulting with DSQ and administrators to meet individual school needs.
- Serve as LEA Test Coordinator for statewide assessments, including, but not limited to, PARCC, DC Science, ACCESS for ELLs 2.0

Data Management and Visualization
- Manage data visualization system (Microsoft Power BI)
  - Ensure accuracy, quality and timeliness of data.
    - Work with EmpowerK12 (contractor) and SIS team to manage the uploads to data warehouse to support visualizations.
  - Update and/or build visualizations to meet evolving needs, including, but not limited to, Capital City's Strategic Plan, campus-level needs; and accountability systems such as PMF and STAR.
  - Train staff on using dashboards to support instruction and programmatic decisions.
  - Serve as point person for staff questions related to dashboards.
- When requested, provide data and its context to other departments within Capital City, and agencies outside of Capital City (with HOS or DSQ approval.)

Reporting and Accountability
- Work with the DSQ to validate assessment data for the Performance Management Framework (PMF) and School Transparency and Reporting (STAR) Framework.
- Work with DSQ and HOS to share student performance data with various stakeholders, including, but not limited to, instructional staff, senior leadership, the Board of Trustees, and the school community.
- Respond in a timely way to data requests and/or correspondence regarding assessments from partner organizations as approved by the HOS.
- Respond to internal data requests as needed.
- Attend meetings and review policy documents to understand the policy landscape and requirements related to assessment, data collection, and reporting.

Board Support and Documentation
- Attend meetings of the board's School Performance Committee (monthly) and prepare information for meetings as needed.
- Attend full board meetings when student performance data will be discussed.
- Submit necessary student performance related board documents to the PCSB and assist as needed in preparing documents.

Other
- Manage Data Intern, when applicable.
- Other duties as assigned.

Candidate Requirements:
- Bachelor's Degree
- Strong analytical skills, proficiency with Excel
- Experience working within a programming language or comfort with learning the structures and nuances of a new programming language.
- Keen attention to detail
- Ability to take initiative, work independently and in a team setting
- Strong interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups
- Commitment to diversity and equity and experience working with diverse populations
- Experience with data visualization software, such as Microsoft Power BI a plus.
- Experience within a K-12 school setting a plus.

Compensation and Benefits: Salary: $40,000 - $50,000 based on experience, plus comprehensive benefits package.

To Apply: Email your resume and letter of interest to Dominique Coote, Director of School Quality, at capitalcityjobs@ccpcs.org. Please include the position title in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves 997 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.