



An award-winning EL Education school in Washington, DC

Student Performance Data Associate for SY2020-2021

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 work with instructional staff to utilize internal assessment systems and their reports; facilitate the collection of school-level data; and serve as LEA Test Coordinator during statewide assessments.

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

Why work at Capital City?

- **Work hard and achieve results, together!** At Capital City, staff members work on collaborative teams that grapple with challenges, celebrate successes, and support and learn from one another.
- **Diversity, equity, and inclusion aren't just buzzwords.** We believe the diversity of our staff and the students we serve is our greatest asset. We take seriously the responsibility to achieve equity for our students and build a culture where staff engage in dialogue about race and work to build an inclusive culture.

A Student Performance Data Associate at Capital City

Assessments and Data Rosters

- Collaborates with DSQ and campus leaders to administer common internal and state assessments.
- Manages internal, online assessments, including, but not limited to, NWEA MAP, Illuminate, Reading Inventory.
 - Ensures accuracy of student/staff data and timeliness of system set up.
 - Reports data regularly and in a timely fashion.
 - Trains teachers on using systems to administer assessments/run reports.
 - Serves as point person for system-related questions.
- Builds and maintains school-level data rosters to collect various student assessment data, consulting with DSQ and administrators to meet individual school needs.

- Serves as LEA Test Coordinator for statewide assessments, including, but not limited to, PARCC and DC Science.

Reporting and Accountability

- Works with the DSQ to validate assessment data for the Performance Management Framework (PMF) and School Transparency and Reporting (STAR) Framework.
- Works 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.
- Responds in a timely way to data requests and/or correspondence regarding assessments from partner organizations as approved by the HOS.
- Responds to internal data requests as needed.
- Attends meetings and reviews policy documents to understand the policy landscape and requirements related to assessment, data collection, and reporting.

Data Management and Visualization

- Works with DSQ and Student Information System (SIS) team to develop our new data visualization tool, LiveBook.
 - Ensures accuracy, quality and timeliness of data.
 - Works with SIS team and Rediker (vendor) to manage uploads of data to support visualizations.
 - Updates and/or builds 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.
 - Supports campus staff on utilizing dashboards to inform instruction and programmatic decisions.
- When requested, provides data and its context to other departments within Capital City, and agencies outside of Capital City (with HOS or DSQ approval.)

Board Support and Documentation

- Attends meetings of the board's School Performance Committee (monthly) and prepares information for meetings as needed.
- Attends full board meetings when student performance data will be discussed.

Other

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

Desired Qualifications:

Minimum required qualifications:

- Bachelor's Degree
- Proficiency in Excel, Google Sheets
- Keen attention to detail
- Experience working within a programming language or comfort with learning the structures and nuances of a new programming language
- 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 within a K-12 school setting a plus

In addition to the above requirements, staff members must meet the requirements of all hires at Capital City including a criminal background check and a negative TB test.

Compensation and Benefits:

Capital City offers a competitive salary and benefits package.

Benefits. Capital City invests in a comprehensive benefits package to support the happiness and well-being of staff at all stages of career and life. Benefits include 100% of health insurance covered for full-time employees, up to 6% in retirement contributions, preferred student admission for children of staff living in DC, and support for you and your family when needed.

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 and/or grade level 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 currently serves a diverse population of nearly 1,000 students across PK-12th grade. We have been recognized as a model for social, emotional and academic development. Our program emphasizes a commitment to diversity and equity, a strong inclusion model and the integration of arts into the curriculum. We are a credentialed EL Education Mentor School (<https://eleducation.org/>) in the national network of over 150 schools. Through this model, teachers craft long-term learning expeditions that connect learning to the real-world and incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Learn more at www.ccpcs.org.

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 requirements of the position being filled.