JOB ANNOUNCEMENT

Data & Assessment Coordinator
Charter Schools

500 Lucas Ave.
Los Angeles, CA  90017
Tel: (213) 250-4800

Posted: 06/16/15

All applicants must submit an updated resume, and cover letter, to hr15@paralosninos.org for immediate consideration

ORGANIZATIONAL PROFILE:
Para Los Niños (PLN) is a nonprofit organization whose mission is to help children and their families succeed in school and in life. Founded in 1980 as a child development center for 45 children living in Skid Row hotels, the organization has grown to annually provide comprehensive services to over 20,000 children and their families living in poverty. Our programs include early childhood education, elementary and middle school, family services, mental health, youth development and workforce services.

DEFINITION:
Under the direct supervision of the Superintendent/VP of Charter Schools, and in collaboration with charter school principals, will ensure

ESSENTIAL JOB DUTIES:
The Data and Assessment Coordinator (DAC) is responsible for creating the infrastructure and conditions for data analysis and action to support overall student success throughout the PLN charter schools and related programs. The Data and Assessment Coordinator works with the Superintendent and VP of Charter Schools to provide data analysis support and assessment design and implementation tools to schools to ensure that the student achievement goals of the organization are met. This includes improving the quality of our data collection process, data analysis and assessment protocols. The DAC manages the academic assessment components within the student information system, and supports the development of PLN specific assessments through collaboration with teachers, administrators and other PLN staff. The DAC provides support, training, and coaching to administrators, teachers including the entire school community and grade levels on all items related to data collection, analysis, reporting and assessment creation and validation:

DATA
• Maintain all site-based academic student achievement data in electronic databases (Illuminate); develop and monitor recordkeeping procedures and data file accuracy.
• Partner with school administrators and grade level leads to collect data for the purposes of reporting outcomes, including but not limited to:
  o LAUSD accountability matrix
  o Charter petition accountability matrix
o Quarterly PLN data dashboard reports
o School Accountability Report Card (SARC)
o Oversee suspension and expulsion reporting to charter school division
o Donor Reports on outcomes
o Compile data for grant reports

- Responsible for generating and presenting all district and state level reports on performance
- Retrieve data; analyze, create and present program reports on performance to the Superintendent and VP of Charter Schools and other stakeholders as directed.
- Develop and monitor calendar of data events for all school sites
- Research and identify best practices for data analysis of student achievement data and write procedures and templates for data analysis for all levels of PLN Charter Schools (teachers, principals, superintendent staff and board members).

ASSESSMENTS AND TRAINING

- Identify student information management best practices and create knowledge-sharing opportunities across all PLN Charter schools.
- Develop training and support materials for PLN teachers and administrators on creating assessments aligned to the common core in math and literacy content areas.
- Create, maintain and organize and share user guides and resources on student achievement/assessment process and procedures.
- Oversee student test administration and coordination of all logistics including organization of assessment materials and scheduling with state-wide assessments, PLN specific assessments and benchmark assessments.
- Create PLN specific common-core aligned assessments with input from a variety of stakeholders
- Identify, select and train teachers on assessment and achievement data –related aspects of the student information system
- Create and maintain a PLN Schools-wide annual assessment calendar
- Coordinate with PLN’s Finance department/Outsourced and Governance, Risk and Compliance departments and manage deliverables to ensure schools are following fiscal, governance and compliance policies as well as best practices.

SUPPORT SCHOOL LEADERSHIP TEAMS

- Support the school site staffs in the design and implementation of systems, processes and policies to effectively use data analysis for the advancement of for student achievement.
- Collaborate with School Site Administrators and staff across the organization to develop and implement an operations recruiting, on-boarding and training program to support new school leaders and their operations staff

QUALIFICATIONS:

- Bachelor’s Degree
- School-related experience, preferably as data manager for a charter-school site, is preferred.
- Excellent project management and planning skills
- Experience designing and facilitating training and professional development sessions
- Strong analytical, critical thinking and problem solving skills
- A demonstrated history of working to improve K-12 public education
- Excellent communication and presentation skills
- Ability to multitask, adjust priorities and work autonomously
• Demonstrated professional commitment to teamwork and customer service
• Ability to build strong interpersonal relationships and work effectively in a collaborative environment
• Track record of leadership, integrity, initiative and perseverance
• Experience with student information systems and substantial experience with Illuminate is preferred

OTHER JOB DUTIES:
• As directed by the Superintendent and VP of Charter Schools

SPECIAL SKILLS/ABILITIES
• Clear record of exemplary data analysis and reporting
• Excellence in interpersonal skills and relationship management
• Strong organizational, time management and multi-tasking skills
• Ability to succeed in fast-paced, innovative and at-times ambiguous situations
• Proven ability to set and meet high expectations and ambitious goals
• Ability to work independently and as a team member
• Ability to handle information with confidentiality
• Excellent communication skills, both oral and written
• Proficiency with the Microsoft office suite particularly Excel
• Computer literate with hands-on experience
• Oral and written proficiency in Spanish preferred

SPECIAL REQUIREMENTS:
• Must have a reliable automobile for use on the job (mileage to be reimbursed). Valid California Driver License. State required automobile insurance coverage.
• TB clearance, to be renewed every two years.

PHYSICAL REQUIREMENTS:
To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.
Approximately 50% of the time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative. Occasionally required to stoop, kneel crouch, or crawl. Employee will be required to lift and/or move unassisted up to 25 pounds.

Salary: Commensurate based on education and experience
Status: Exempt/Full-time
Location: Downtown Los Angeles, CA
Benefits: PLN offers an excellent benefit package, which includes full health, dental and life insurance, vacation, sick days, holidays, EAP and 401k plan.

All applicants need to submit an updated resume to hr@paralosninos.org for immediate consideration.
For immediate consideration, please submit an updated resume and cover letter to HR15@paralosninos.org

**Position is open until this announcement no longer shows on our website.**

Para Los Niños is an equal opportunity employer.