



DATA AND ANALYTICS COORDINATOR

ORGANIZATION SUMMARY

Our mission is to graduate every student attending an LA Promise Fund Neighborhood school college and career ready. Through a robust school turnaround model, LA Promise Fund partners with a cadre of schools committed to ensuring that students growing up in poverty receive an excellent education.

LA Promise Fund Neighborhood is an enrollment zone that includes two large South LA high schools (Manual Arts and West Adams Prep) and one middle school (John Muir) operated by LA Promise Fund in a first-of-its-kind performance contract with the Los Angeles Unified School District. In Spring 2016, LA Promise Fund was approved to grow its network of feeder schools in South Los Angeles via the charter school model; LA Promise Charter Middle School #1 opened in August -2016 and LA Promise Charter High School #1 is scheduled to opened in August-2017.

Within this zone, LA Promise Fund transforms chronically failing public schools, opens new schools and remakes schools into community hubs that offer comprehensive support services for students and families. By doing this, LA Promise Fund will prepare every child in LA Promise Fund Neighborhood to be college and career-ready, healthy and successful in life. To learn more about LA Promise Fund visit www.laspromisefund.org.

POSITION SUMMARY

The Data & Analytics Coordinator reports to the Chief Academic Officer (CAO) and is responsible with helping to implement high-quality data collection and analysis practices across school sites and at the organizational level to facilitate LA Promise Fund as a data-centered organization. In addition, the position will work with the instructional and school staff to ensure that all administrators and teachers become data-informed practitioners. The position will also play a role in shaping the annual and long term strategic planning of the organization and supporting assessment of progress toward goals.

RESPONSIBILITIES AND DUTIES

Data Driven Professional Development

1. Work with the Chief Academic Officer and Instructional Team to coach administrators and teachers on the use of data in decision-making
2. Help create and lead LA Promise Fund staff professional development on using data to inform practice
3. Work with the Development Team to produce data for grant writing purposes

Data Systems

1. Ensure the effective use of data systems and the implementation of its use at the school sites including:
 - a. Work with the CAO and school site administration to identify and select a given data system (such as PowerSchool, Illuminate, MiSIS, COREK12 and myData)
 - b. Work with respective school site personnel and any other representatives of the data system to set up and implement at LA Promise Fund schools.
 - c. Provide ongoing training to teachers and staff to increase utilization of the data system
 - d. Ensure data systems are updated regularly with accurate information

Data Dashboard

1. Help lead the planning, development, and maintenance of organizational and school-level dashboards for data management (including but not limited to Graduation rates, Attendance rates, A-G completion rates, etc.)
2. Produce internal and external evaluation reports and charts to summarize major data releases throughout the year
3. Track and display data from a cohort of similar schools throughout the year.
4. Create LA Promise Fund data request system to provide data to LA Promise Fund staff.
5. Provide accurate and timely neighborhood data to LA Promise Fund staff via ongoing neighborhood assessments.

Data Management

1. Conduct research and work closely with LA Promise Fund CAO to develop and implement short and long-term data strategies across all school sites.
2. Help develop effective strategy for deployment of said strategy and make continue adjustments for program improvement

3. Produce data, summaries and presentations for the LA Promise Fund Board of Directors, funders, initiatives, communications and special events
4. Maintain a data system (including key indicators, collection system, synthesis and reporting) for participation in student college preparation and success initiative.

Other duties as assigned.

CANDIDATE REQUIREMENTS

Education and Experience

- Excellent statistical, analytical, and problem-solving skills.
- Minimum of 3 years of professional experience in data management and systems, preferably in an education setting.
- Degree in education, business, finance, or public policy/administration.
- Experience with LAUSD compliance requirements (Title I, English Language Learners/Title III, QEIA, etc.) and federal grants (SIG, Race to the Top, etc.).
- Experience with student information or data display tools (e.g. PowerSchool, Tableau, etc.)
- Detail-oriented and able to coordinate multiple projects simultaneously.
- Strong presentation and professional development experience

Knowledge, Skills and Abilities

- A mission-driven individual with a belief in and commitment to closing the achievement gap
- Familiarity with student information systems (LAUSD's MiSIS, PowerSchool, myData, CORE k12)
- Experience in the education field highly desirable
- Demonstrated project management expertise;
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan;
- Entrepreneurial - a hard worker with a high energy level, an action-oriented individual who excels in an unstructured environment; and
- Commitment to LA Promise Fund mission

COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.