**Boston Day and Evening Academy**

**Horace Mann Charter School**

**Seeks an Data and Accountability Analyst**

Boston Day and Evening Academy (BDEA) is seeking an extraordinary **Data and Accountability Analyst** to work in our school. BDEA is an innovative public high school whose mission is to serve students who are overage for grade level, many of whom have experienced life challenges that have impeded their education. Working with experienced faculty in an environment that blends strong academics and support, students are given the opportunity to earn a Boston Public Schools diploma and to reach their fullest potential through a competency-based curriculum that inspires critical and creative thinking, independent learning, and active citizenship. As a competency-based school, BDEA does not have grade levels. Our extended program, beginning at 8am and running until 4:30pm serves students with different academic needs up to age 23, including those who are being promoted from middle school without being academically prepared for high school; those who have dropped out of high school and have decided to return to earn a diploma, and those who are unable to attend regular school hours due to health issues, full time work and/or full time parenting obligations. The school employs 50 full and part-time staff to work with 405 students and is governed by an active Board of Trustees.

The **Data and Accountability Analyst** will be a key strategic thinker for BDEA and manage multiple tasks related to the school’s accountability requirements relative to assessments, and data collection, analysis, and reporting. This person will learn and manage BDEA’s unique data infrastructure, CONNECTs, built on the Salesforce platform. Working collaboratively with the school staff and leadership team, the analyst helps to streamline and improve whole school system efficiencies.

##### Job Responsibilities and Duties:

Student Assessments

1. Coordinates and manages all external student assessments (diagnostics, NWEA-MAPS pre-and post-tests, MCAS, and WIDA, and other state assessments):
* Order, receive, safeguard, and ship materials
* Coordinate and disseminate test schedules
* Ensure proper staffing and training of test proctors/monitors
* Distribute results to staff, students and families.
1. Monitors and ensures effective management of school-wide data (e.g., student performance, attendance, graduation, and dropout)
2. Uses data-based decision-making as a foundation for developing, implementing, and monitoring student achievement and school wide initiatives

Data Management

Work collaboratively with BDEA’s Data Manager to learn all operating skills of CONNECTS data system built on Salesforce.

1. Understand the priorities of the various school programs and departments and incorporate their needs into a CONNECTS data collection and analyses process.
2. Develop, coordinate, and administer surveys (students, families) to solicit input regarding school climate, attendance, programming, scheduling, safety, health and wellness, etc. in order to identify and address barriers to improved student outcomes, and highlight promising practices.
3. Lead processes for data retrieval and analysis used to inform key staff and programs at BDEA.
4. Using data from surveys and other databases, identify challenges and successes. This will be an opportunity for the analyst to help define, quantitatively, the systemic problems faced by the school in these areas and help monitor ongoing efforts to address them.
5. Identify key trends in data to inform existing programs or help uncover systemic challenges to student achievement deserving attention and policy or program intervention.

Program Oversight and Data Management

1. Work collaboratively with Data Manager and Instructional Leaders and staff to provide oversight of data collection for the school enrichment program including the following tasks
	1. With Advancement Associate write grant reports (mid year progress, end of year continuation reporting)
	2. Coordinate the completion of required assessment tools by students, staff and instructors twice yearly per student (pre- and post- surveys) including the SAYO Youth, SAYO Staff, and SAYO Teacher tools
	3. Review program data regularly (surveys and observations); utilize data for program improvement

Communications

1. Report data from surveys and mine data for additional analyses to inform the work of multiple departments and programs.
2. Summarize findings and outcomes in clear and concise reports to be presented to appropriate administrators, board, and staff.
3. Collaborate with the BDEA Foundation Communications strategies to update school website, Facebook page, and explore benefits of utilizing other social media, such as Twitter.
4. Assist Head of School with all Board of Trustees communications and accountability requirements.
5. Performs other related duties as requested by the Head of School

Terms: BPS Managerial Class, Tier B or C based on educational background and experience. As a Horace Mann Charter School, employees are paid a competitive salary in accordance with the BPS managerial scale. The position is 223 work days between July 1st and June 30th each year. The employee will be required to adhere to the work conditions, including calendar, schedule and flexibility established by the School. The work schedule will be set by the staff member and the HoS according to school needs. Other benefits include Medical and Dental benefits, eligibility for City of Boston retirement.

Qualifications

* Bachelors Degree or higher, and a minimum of 2 years experience working in data analysis, collection, & reporting
* Experience in program and/or project evaluation; analysis of large, relational databases; excellent written and oral presentation skills
* Familiarity with state and other assessments, quantitative data analyses, programming in Salesforce or programming in SPSS or other statistical package is an advantage
* Mastery of Excel is required
* Have excellent communication and organizational skills; Bilingual Spanish, Creole, other: a strong plus
* Acute attention to detail and project completion
* Strong and tested ability to participate effectively on teams; have collaborative management style
* Passion for coordinating multiple “moving parts” (logistics, schedule, people, etc.)
* Ability to work in a fast-paced, challenging environment
* Be able to interact with young people and their families in a respectful and caring manner
* Adhere to BDEA’s Non-Discrimination Policy (see below)
* A sense of humor!

*Boston Day and Evening Academy, in accordance with its non-discrimination and zero tolerance policy, does not discriminate in its programs, activities, facilities, employment and educational opportunities on the basis of race, color, age, disability, sex/gender, gender identity or expression, religious beliefs, national origin, ancestry, retaliation, sexual orientation, genetics or military status and does not tolerate any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work.*

#### Application Procedure

Apply through Boston Public Schools’ Human Capital website: <http://bostonpublicschools.org/Page/4637>. Attn: Accountability and Communication Analyst