

POSITION TITLE: Data Associate

QUALIFICATIONS: Bachelor's degree in Data Science, Computer Science, Information Technology, Information Systems, Business Administration, or any other related field. Experience working with attendance in educational settings such as truancy reduction and dropout prevention preferred. Ability to customize reports for multiple uses and for multiple users. Ability to provide effective customer service and support in both technical and layman's terms. Must be detail-orientated when manipulating large amounts of data and when analyzing and reporting data. Must possess strong analytical skills, problem solving abilities, excellent oral and written communication skills, and organization and planning skills. Ability to work effectively with a diverse population of division and school level personnel. Bi-lingual (English – Spanish) applicants encouraged to apply.

PERFORMANCE EXPECTATIONS: Monitors and enforces Commonwealth laws, school board policies, and Virginia Department of Education administrative regulations regarding school enrollment, attendance, and student discipline. Works with the appropriate Division personnel to develop, implement, evaluate and modify (as needed) processes, procedures, and supports that assist Division and school personnel to improve attendance, truancy, dropout, and suspension/referral rates. Maintains knowledge of and monitors schools for accuracy with regard to attendance and enrollment codes, record and documentation requirements. Works to ensure that all attendance mandates articulated by the Virginia Department of Education (VDOE) and Richmond Public Schools (RPS) are fulfilled with 100% fidelity. Tracks and analyzes attendance and climate data to determine trends and needs. Tracks and verifies all withdrawals and transfers of students both within and out of the school district. Monitors division, school, and student level attendance and discipline data to identify program effectiveness as well as to direct appropriate and immediate response to support improvement. Provides administration school level data related to school climate. Participates in school based attendance, student support and school climate meetings as needed. Serves as liaison with other community agencies with regard to the sharing of mandated data. Supports the development of mandated attendance intervention plans as required. Performs other duties as required.

GENERAL DEFINITION AND CONDITIONS OF WORK: The data associate for attendance and climate is responsible for supporting division and school level personnel in increasing student attendance, decreasing chronic absenteeism, reducing suspension rates, and complying with all state compliance requirements for attendance. The day to day work of the data associate for attendance and climate includes, but is not limited to, collecting and analyzing attendance and referral/suspension data, synthesizing data trends, and communicating pertinent information to division and school level personnel. Requires sitting for long periods of time. Must be willing to work a flexible schedule.

REPORTS TO: Senior Attendance and Violence Prevention Specialist

LENGTH OF CONTRACT: This is nine and one half-month (191 days) contract position (8 hours), pay grade 116 with excellent benefits. FLSA: Non-exempt