

<b>Job Title:</b>	Specialist, Academic Systems
<b>Grade Level/Terms of Employment:</b>	Grade 124 / 12 Month (260 days) Contract
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	RPS Division Central Office
<b>Immediate Supervisor:</b>	Director, Curriculum and Instruction

### **General Description:**

The Specialist, Academic Systems is responsible for leading the analysis, reporting, and strategic use of data related to student achievement outcomes and school quality, while also focusing on the improvement of existing Curriculum & Instruction processes that enable schools to carry out their mission of providing high quality instruction to all students every day. The Specialist analyzes and presents data to internal and external stakeholders, including RPS senior leadership; uses data to partner with division teams to enable informed decision-making and, builds capacity and tools to enable stakeholders at various levels of the organization to use the data to drive continuous improvement. The Specialist also uses project management skills to identify and improve the flow of information, guide the successful and efficient execution of projects across the Academics Office, and ensure institutional knowledge is organized and utilized.

### **Essential Duties and Responsibilities:**

- Supports the Department of Curriculum & Instruction in reporting and tracking state and federal data;
- Establishes processes for data accuracy, troubleshoots anomalies in data, and produces analyses of the data to support RPS needs – often under tight deadlines;
- Develops and manages annual operational and decision-making calendar for major milestones across the Academic Office and engages with other internal teams to ensure proper engagement and alignment across teams is facilitated by such timelines;
- Supports Director, Curriculum & Instruction in developing innovation and best-practice sharing within the Academic Operations Team, the Academics Office, and RPS broadly, through continuous flow of information and creating opportunities for collaboration and idea exchange in the form of data/information.
- Designs and maintains a system for managing the institutional knowledge accumulated across the Academics Office.
- Develops clear, specific, and ambitious performance measures for multiple projects and operational priorities; and coordinates the work of direct reports based on volume, priorities, and strategic context.
- Anticipates, identifies, and resolves complex obstacles to success of RPS Strategic Plan pertinent to the work of the Academics Office, as well as specific projects within the Department of Curriculum & Instruction.
- Interviews and surveys other colleagues and school staff members (specifically their leadership teams) to determine opportunities for improvement; researches specific issues; and develops detailed recommendations and implementation plans to resolve.
- Builds relationships and liaises with various internal departments to drive collaboration and project success; and interacts with and responds effectively to urgent requests from multiple internal and external RPS stakeholders.

- Identifies and systematizes successful operational and project management methods across the department; and develops and strengthens resources for program evaluation and support.
- Stays closely aware of progress of projects, high-level initiatives, and emerging issues across RPS organization; and pro-actively helps to adjust program approach based on changes in direction, priorities, and resources.

## **Qualifications:**

### *Education and Experience*

- Bachelor's degree and three years of related work experience;
- Prior experience within the public education sector preferred; however, work experience in process improvement and/or project management in any sector will be considered;
- Prior experience in leading cross-functional teams on technical projects and breaking down work into discrete tasks.

### *Essential Knowledge, Skills and Abilities*

- Demonstrated experience in using data analysis to inform strategic planning and decision-making
- Excellent interpersonal and written communication skills, including a demonstrated ability to communicate complex information to a variety of audiences clearly;
- Attention to detail and accuracy of information, including the ability to organize large amounts of data and track multiple projects simultaneously, setting priorities for analysis and use in consultation with numerous stakeholders;
- Excellent quantitative skills, including the ability to examine available data, apply decision rules and analytical methods, produce descriptive and inferential statistics, and prepare meaningful reports based on analyses that enable programmatic next steps and action;
- Ability to evaluate outcome-based professional development for leaders and teachers and share data to improve design and outcomes;
- Ability to communicate and work in a collaborative and cooperative manner with diverse groups in the school and community;
- Highly inquisitive and action-oriented; embraces and operates with a balance of innovation and pragmatism;
- Skills demonstrating high level of integrity, commitment, and work ethic
- Ability to analyze complex situations and synthesize diverse information
- Advanced Microsoft skills (such as the ability to use Excel to create flexible analysis tools for inexperienced users) and Google Suite skills.