

Job Title:	Manager, Data Analytics
Grade Level/Terms of Employment:	Grade 130 / 12 Month (260 days) Contract
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Executive Director, Teaching and Learning

General Description:

The Manager, Data Analytics develops the systems to collect and prepare data for the division and school leaders, and helps direct the implementation of data use in RPS. The Manager also helps build the capacity of others to use data to inform decision making.

Essential Duties and Responsibilities:

- Leads the development of tools and systems for division-wide analysis of data
- Develops and supports the implementation of the data cycle and system for administering assessments, data checkpoints, and analysis
- Ensures stakeholders at all levels of the organization have access to accurate, timely, and relevant data by organizing, validating, and reporting on student data and by conducting analysis and research to inform decision-making
- Leads the coordination with multiple offices/departments/teams to support data analysis
- Increases the capacity of division leaders, school leaders, and their teams to use data, progress monitor, and execute goals
- Leads the evaluation, selection, and implementation of data systems, including oversight, provision of technical assistance, training, and documentation
- Manages the preparation of data for certain local, state, and federal reports
- Provides technical assistance on retrieval and storage of student data
- Manages and evaluates the work of a data team
- Performs related duties as assigned

Qualifications:

- Bachelor's degree required
- At least five years of experience
- Ability to lead and manage a team
- Ability to lead organizational change efforts
- Track record of success in developing, implementing, and monitoring data projects; successful experience with strategic use of data to increase student outcomes
- Demonstrated ability to design internal databases, including the establishment of database standards and controls, management of source data, and assurance of data quality
- Ability to work collaboratively with internal and external stakeholders
- General knowledge of Virginia Standards of Learning and Curriculum Frameworks
- Strong analytical skills, problem-solving abilities, and organization/planning skills
- Excellent oral and written communication skills
- Bilingual/fluency in Spanish preferred