

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Data Analyst, Office of the Registrar (Part-time 60%)

Start date: 7/1/2026

Salary range – Full time: \$60 to \$95K depending on degree and experience

The Office of the Registrar at HM is responsible for student records and critical aspects of scheduling, N-12, as well as for providing and analyzing a growing array of data sets, with and without the use of Artificial Intelligence, all tied to the efficient and successful operation of the school's academic program, including help inform the best practices in the Office of Admissions. The position of Data Analyst reports to the Director of the Office of the Registrar and is required to work cooperatively with other senior administrators and faculty and staff members. The Office of the Registrar reports to the Head of School

Interested candidates are encouraged to submit a letter of interest and evidence of their qualifications to employment@horacemann.org.

Responsibilities:

Responsibilities as assigned by the Director of the Office of the Registrar including, but not limited to:

- collecting, managing and entering detailed student and teacher data into computer systems and emerging AI and AI related platforms
- analyzing student and teacher data in keeping with the needs of the office and the tasks assigned
- generating reports based on data requested for administrative, institutional, or student use
- producing alternative solutions to administrative concerns or conflicts regarding student and teacher schedules, across and within divisions
- Responding to ad hoc requests for evaluation information by culling reports from respective databases
- ensuring that student records are kept complete and organized, including standardized student assessments.
- maintaining academic records in accordance with school policy and state and federal guidelines, inclusive of student transcripts, report cards and progress reports
- providing in-service opportunities to school employees whenever systemic changes present in one or more of the school's databases
- a willingness to independently remain current with emerging technologies and systems related to the retention and analysis of student and employee records
- developing the methodology to facilitate and/or automate the distribution of reports to employees, students and parents and other guardians, and local, state and federal agencies
- examining and re-engineering operations and procedures as the school undertakes the frequent migration of student and employee data from one database to another database
- recommending processes for improving efficiency through the continuous review and interpretation of school data sets and practices school wide

Knowledge, Skills and Abilities:

This position requires a highly motivated, self-regulated individual with the ability to deliver a high level of interactive customer service and a willingness to work flexible hours, including overtime, when needed.

The strongest candidates should have the following characteristics:

- Bachelor's degree (Master's preferred) in a relevant field
- Minimum of three (3) years of related administrative work experience in education working with student and employee data management systems
- Previous data analytic and customer service experience is a must
- Strong computer literacy, with database familiarity and the growing number of relevant AI platforms
- Strong interpersonal and communication skills (written and oral) and the ability to work effectively with a wide range of constituencies in a diverse community
- Demonstrated understanding of and experience with relevant hardware, software and cloud-based technology, including handheld devices and scanners necessary to maintain and analyze student and employee records
- Strong quantitative and organizational skills for paperwork and data management
- Knowledge of planning, scheduling, record keeping policies, procedures and practices in a school environment, inclusive of compliance with state and federal regulations
- Ability to:
 - develop, plan, and implement short- and long-range goals.
 - maintain confidentiality of records and information.
 - create, compose, and edit written materials.
 - analyze course prerequisites, certification, and/or curriculum/graduation requirements.
 - supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
 - investigate and analyze information and draw conclusion
 - perform multiple tasks at one time and make quick decisions
 - manage multiple short and long term projects simultaneously with high levels of accuracy and achieve goals within or ahead of established time frames

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2025, the School enrolls 1,823 students from 149 zip codes, primarily representing Manhattan, The Bronx, New Jersey, Westchester and Connecticut. For 2025-26, 87% of students N-12 reported optional race and/or ethnicity information. Of that group, 60% identify as students of color, 38% identify as White non-Hispanic/Latine, and 2% identify as international. Just over 49% of our students identify as girls, 50% of our students identify as boys and a third group expresses a different gender identity. Approximately 17% of our current students receive Financial Aid to attend Horace Mann. Thirty-seven percent of School administrators, teachers, and staff members identified as race other than white and/or as Hispanic/Latine. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's most recent \$125 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

The Upper Division at Horace Mann School provides a demanding academic experience for more than 700 highly motivated, hard-working students. Combining rigorous courses in STEM fields with ambitious courses in the Humanities and Arts, the Upper Division curriculum allows students to build essential critical thinking skills, to delve deep into their areas of interest, and to become independent thinkers. Students and faculty take pleasure in intellectual pursuit and the understanding of their connections to the world around them. Through the school's extensive extracurricular programs, students work with faculty members to pursue their passion for service and social justice. The Upper Division is characterized by the purpose, energy, curiosity, and empathy of its students and faculty.

Interested candidates should submit a resume and cover letter to: employment@horacemann.org