



Position Available: Manager of Program Data

DCSRN seeks outstanding applicants for the position of Manager of Program Data. The Manager of Program Data is responsible for managing data collection and analysis of primary programming aimed at expanding access to quality public school options for DC students, particularly from underserved communities. This is a part-time position that reports to the Executive Director and the Director of Programs & Communications.

About DCSRN

DCSRN was founded in 2008 with the mission of educating, organizing and advocating to build support for public education strategies that prepare kids to become college and career ready. DCSRN's leading initiative is the High Quality Schools Campaign (HQSC), which helps families navigate the DC public school choice application process so that all students can compete for access to quality public schools on an even playing field.

About the HQSC

Parents in Washington, DC, have a wide array of choices when selecting a school for their child and, with so many options, parents frequently want and need support determining which schools are the highest quality and are a good fit for their child. The process for applying to a different school can also be complicated and confusing, and some families struggle with completing the application process. This puts their child at a disadvantage in competing for quality schools. The HQSC was developed as a direct response to fill this gap of needed support and helps families apply to, enroll and persist (maintain enrollment) in quality schools.

Responsibilities

The Manager of Program Data is specifically responsible for the following activities:

- Become an expert in the HQSC;
- Become an expert in the My School DC common application process and charter school application processes not participating in My School DC;
- Have a working knowledge of public school quality rating systems, including but not limited to the School Quality Reports and the OSSE Classification System;
- Lead the expansion of the current HQSC data management system via Salesforce;
- Support the development and implementation of program surveys;
- Merge, clean and analyze program data;
- Provide general data and evaluation support to program staff as needed;
- Ensure the data management system is maintained and kept up-to-date; and
- Manage, analyze and report outcomes and trends on collected information from DCSRN's data management system utilized to track HQSC participants and partnerships.

DCSRN is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, veteran status, pregnancy, parenthood or any other basis prohibited by applicable law.



- Oversee DCSRN's team of eight parent advocates
- Ensure that parent advocates meet campaign goals
- Respond to individual parent advocate training needs

Qualifications

The ideal candidate for this position possesses the following qualities:

- Strong commitment to and extensive knowledge of issues of education and equity in Washington, DC;
- Ability to maintain a relentless drive to achieve program success and determine necessary workarounds;
- Experience and proficiency in Salesforce;
- Experience and proficiency in Microsoft Office Suite;
- Ability to take initiative, work independently and function in a team environment;
- Bachelor's degree;
- Excellent interpersonal skills;
- Ability to work evenings and weekends;
- Management experience a plus;
- Survey design experience a plus;
- Fluent Spanish speaker a plus;
- Excellent verbal/written skills;
- Excellent project management skills and attention to detail; and
- Strong creativity and critical thinking skills
- Highly proactive

Compensation

This is a part-time position. Compensation is competitive and commensurate with experience.

Contact and Directions

Please send a cover letter, resume and three references to hire@dc.schoolreform.org as *one complete document* with "Manager of Program Data Application" in the subject line. Please save documents clearly listing your first name, last name and name of document (e.g., "JaneSmith_ManagerProgramDataApplication"). Applications due May 1, 2018. No phone calls.