

Analyst-Knowledge Management

Under the leadership of the Manager - Data Literacy and Analysis and the Director of Knowledge Management, the Knowledge Management Analyst will design and manage projects that equip professionals at every level of the organization with access to information to improve educational outcomes for students. The Analyst is responsible for assembling, cleaning, managing, and analyzing data sets for performance management, predictive analytics and data reporting projects based on district priorities and school needs. The Analyst will contribute to the data visualization and reporting discussions to ensure end-user understanding and application of the data being presented.

Maximum Salary \$129,933.00

Minimum Salary \$85,709.00

Essential Functions

- Identifies, clean, manage and analyze student achievement data (from formative and summative assessments) and other district data using Excel and/or other statistical software e.g. R. Identifies and troubleshoots anomalies as they arise.
- Applies statistical techniques to report on system progress on various indicators attendance, enrollment, mobility rates, students receiving special services and student achievement.
- Addresses internal and external school-related data requests and prepares data files and summary reports.
- Contributes to the maintenance of a growing library of dashboards, reports, and interactive data visualizations using a variety of visualization tools and techniques supported by Tableau.
- Engages stakeholders, including teachers, principals, and district office colleagues, and ensures collaboration between the Knowledge Management Team and other City Schools' departments around the effective use of data in decision-making.
- Documents business rules and technical requirements related to analyses and dashboards.
- Effectively collaborates with multiple stakeholders (research partners, school staff, central office staff, and community stakeholders) to understand, visualize, and address data reporting needs.
- Serves as a team member that demonstrates much flexibility in a fast-paced exciting work environment.
- Maintains currency of knowledge with respect to educational research, data driven decision-making processes, tools, and supports.
- Coordinates with City Schools Information Technology Service Desk, Academics and external partners on data systems and tools to ensure effectiveness.
- Manages the development and implementation of specific project plans to include timelines, responsible parties, communications, and key performance indicators. Takes

ownership of such plans while seeking support, feedback, and partnership where appropriate.

- Develops memos, reports, and presentations as needed based on school or departmental input and informed by research of subject-matter literature and current practices.
- Supports the development, communication, and modification of City Schools Knowledge Management data systems and tools for optimal performance.
- Rigorously prioritizes individual tasks and seeks clarity from supervisor in the event of competing priorities.
- Briefs the Manager on all assigned projects.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and the professional standards.

Desired Qualifications

- Bachelor's degree in data analytics, data science, statistics, business intelligence, or related field. Master's degree preferred. Degree must be from an accredited college or institution.
- Three years of work experience or graduate-level training in programming or designing and developing data and reporting tools, information systems, and/or data analysis.
- Excellent quantitative thinking skills, including the ability to examine available data, applies decision rules and analytical methods and produce meaningful results.
- Experience in quickly merging and summarizing data, including experience in data management, data cleansing, analysis and report writing demonstrated by fluency with statistical programming packages (SAS, Stata, SPSS), or Advanced Microsoft Excel skills (including pivot tables, lookup procedures and complex formulas with nested logic, and visual basic for applications).
- Experience with any of the data visualization software will be added advantage: Tableau, QlikView, Spotfire, R or any other data visualization software.
- Intermediate skills with SQL, MDX, and JavaScript/JavaScript libraries preferred.
- Understanding of formative and summative student assessments preferred and other student performance data (e.g., attendance, graduation, drop-out rates, etc.).
- Strong attention to detail and demonstrated evidence of the ability to manage multiple projects with high accuracy in a high pressure, deadline regulated environment.
- Excellent interpersonal skills and the ability to work effectively in teams.
- Knowledge of laws, regulations, policies, and research impacting public education is preferred.
- Strong oral and written communication skills; capable of effectively communicating with a variety of audiences.
- Ability to demonstrate dedication to the vision, mission, goals, and objectives of City Schools so that each child will succeed.
- Demonstrated application of project management principles and practices.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:

<http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations.

Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the Paraprofessional and School-Related Personnel (PSRP) bargaining union.

This position is affiliated with the City Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$85709 - 102003).