**Boston Day and Evening Academy**

**Horace Mann Charter School**

**Seeks an Data and Accountability Associate**

**SY20-21**

**PC#00061039**

Boston Day and Evening Academy (BDEA) is seeking an extraordinary **Data and Accountability Associate** to work in our school. BDEA is an innovative public high school whose mission is to serve students who are overage for grade level, many of whom have experienced life challenges that have impeded their education. Working with experienced faculty in an environment that blends strong academics and support, students are given the opportunity to earn a Boston Public Schools diploma and to reach their fullest potential through a competency-based curriculum that inspires critical and creative thinking, independent learning, and active citizenship. As a competency-based school, BDEA does not have grade levels. Our extended program, beginning at 8am and running until 4:30pm serves students with different academic needs up to age 23, including those who are being promoted from middle school without being academically prepared for high school; those who have dropped out of high school and have decided to return to earn a diploma, and those who are unable to attend regular school hours due to health issues, full time work and/or full time parenting obligations. The school employs 50 full and part-time staff to work with 405 students and is governed by an active Board of Trustees.

The **Data and Accountability Associate** will manage multiple tasks related to the school’s accountability requirements relative to assessments, and data collection, analysis, and reporting. This person will support data entry within BDEA’s unique data infrastructure CONNECTs, built on the Salesforce platform.

Job Responsibilities and Duties:

Student Assessments

1. Support Data Manager in the coordination and management of all external student assessments (diagnostics, NWEA-MAPS pre-and post-tests, MCAS, and WIDA, and other state assessments):
	* Create a testing environment that follows testing practices and protocols and ensures a positive peaceful and safe learning environment for students
	* Coordinate and disseminate test schedules
	* Ensure proper staffing and training of test proctors/monitors
	* Serve as a proctor for testing (MCAS, re-test MCAS, WIDA, NWEA-MAPS)
	* Distribute results to staff, students and families
	* Support all logistical testing needs
2. Ensure effective collection and dissemination of all school wide-data (e.g., student performance, attendance, graduation, and dropout) and provide analysis and reports of all assessment data to content teams, the Academic Response Committee, Admin, Instructional Leaders, the Student Support Team, and Post-Graduate Planning.

Data Management

1. Work collaboratively with BDEA’s Data Manager to learn all operating skills of CONNECTS data system.
	* Support student intake process by pulling MCAS, transcripts, and other data from external sources to support student intake process
	* Input data into CONNECTS data system with attention to detail and precision (student intake data, MCAS scores, transcript credit, etc.)
2. Understand the priorities of the various school programs and departments and incorporate their needs into a CONNECTS data collection and analysis process.
3. Develop, coordinate, and administer surveys (students, families, and staff) to solicit input regarding school climate, attendance, programming, scheduling, safety, health and wellness, etc. in order to identify and address barriers to improved student outcomes, and highlight promising practices.
	* Identify key trends in data to inform existing programs or help uncover systemic challenges to student achievement that deserve attention and policy or program intervention.

Qualifications- Required:

* Associate’s degree and/or High school diploma with 2-3 years work experience
* Mastery of Excel
* Work or college experience working in data analysis, collection, and/or reporting;
* Strong ability to analyze both quantitative and qualitative data
* Experience in program and/or project evaluation; familiarity with CRMs
* Programming in Salesforce, SPSS, or other statistical packages is an advantage
* Familiarity with state-required and other assessments
* Acute attention to detail with timely project completion
* Excellent written/oral communication and organizational skills; Strong and tested ability to participate effectively in teams; have a collaborative work style
* Passion for coordinating multiple “moving parts” (logistics, schedule, people, etc.)
* Ability to work in a fast-paced, challenging environment
* Be able to interact with young people and their families in a respectful and caring manner
* Adhere to BDEA’s Non-Discrimination Policy (see below)
* Current authorization to work in the United States - Candidates must have such authorization by their first day of employment

Qualifications-Preferred:

* Bachelor’s Degree
* Second Language Proficiency in Spanish or Creole

TERMS: Managerial, Tier B. City of Boston. This position is subject to the City of Boston Residency ordinance

NOTE: As a Horace Mann Charter School, employees are paid a competitive salary in accordance with the BPS managerial scale. School-based managerial employees will work 223 days between July 1st and June 30th each year. The employee will be required to adhere to the work conditions, including calendar, schedule and flexibility established by the School. The work schedule will be set by the staff member and the HoS according to school needs. Other benefits include Medical and Dental benefits, eligibility for City of Boston retirement.

The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals’ dignity or interferes with their ability to learn or work.

*Boston Day and Evening Academy, in accordance with its non-discrimination and zero tolerance policy, does not discriminate in its programs, activities, facilities, employment and educational opportunities on the basis of race, color, age, disability, sex/gender, gender identity or expression, religious beliefs, national origin, ancestry, retaliation, sexual orientation, genetics or military status and does not tolerate any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work.*

#### Application Procedure

Apply through Boston Public Schools’ Human Capital website: <http://bostonpublicschools.org/Page/4637>. Attn: Accountability and Communication Manager