



Data & Analytics Manager

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The recipient of the [SLATE-Z](#) Strong Workforce Pathway Connections grant, a 30 month grant from the California Community Colleges, LA Promise Fund is strengthening the connections between a network of South Los Angeles area high schools, the local Community college, and the business sector to ensure that more local students are exposed to, prepared for and pursue jobs in the fields of Digital Media, Healthcare, Business & Finance, and Construction. The goal is to develop a collaborative regional approach to align K-14 pathways for student success by strengthening career pathways across SLATE-Z, a federally designated Promise Zone and collective impact partnership with the mission to revitalize South LA. LA Promise Fund will partner with 9 local high schools and a community college partner. Specifically, the initiative aims to: 1) increase sequential dual/concurrent enrollment classes offered to area high school students and schools; 2) work with high schools and students to provide a greater number of work based learning experience to students; 3) cultivate seamless transitions to post-secondary options along career pathways so that more students obtain degrees and certificates necessary to obtain jobs in high growth industries.

Reporting to the Director of Finance and Analytics the Data Manager will work with the the Pathway team to ensure that all administrators and teachers become data-informed practitioners. This may include working with principals and their faculty, district/charter

administrators, LA Promise Fund Leadership, and outside consultants through the implementation of the Strong Workforce Pathway Connections grant.

RESPONSIBILITIES AND DUTIES

Data Driven Professional Development

- Work with the Director of Finance & Analytics and NSI Instructional Team to coach administrators and teachers on the use of data in decision-making
- Work with NSI school staff to create and lead professional development on using data to inform practice
- Work with the Development Team to produce data for grant writing purposes

Data Systems

- Ensure the effective use of data systems and the implementation of its use at the school sites including:
 - Work with the Director of Finance & Analytics, instructional team and school site administration to manage and cull school data systems (such as PowerSchool, MiSIS, COREK12 and myData)
 - Assist with ongoing training to teachers and staff to increase utilization of the data system
 - Ensure data systems are updated regularly with accurate information

Data Dashboard

- In conjunction with the Director of Finance & Analytics plan, develop and maintain network and school-level dashboards for data management (including but not limited to Graduation rates, Attendance rates, A-G completion rates, etc.)
- Track and display data from a cohort of similar schools throughout the year
- Create data request system to provide data support to participating schools within the NSI
- Interact with any BMGF Data systems and requests

Data Analytics

- Work closely with the Director of Finance & Analytics to develop and implement short and long-term data collection, analysis, and reporting across all school sites to ensure that school leaders practice data-informed decision making
- Assist in providing key data, summaries and presentations for the LA Promise Fund Board of Directors, NSI funders, initiatives, communications and special events
- Maintain a data system (including key indicators, collection system, synthesis and reporting) for participation in student college preparation and success initiative
- Work with the Director of Finance & Analytics to develop and administer surveys of stakeholders to assess program effectiveness and NSI health
- Other duties as assigned.

CANDIDATE REQUIREMENTS

Education and Experience

- Strong statistical, analytical, and problem-solving skills
- Some professional experience in data management and systems, preferably in an education setting preferred
- Degree in education, statistics, math, business, finance, or public policy/administration
- Some experience with LAUSD compliance requirements (Title I, English Language Learners/Title III, QEIA, etc.) and federal grants (SIG, Race to the Top, etc.)
- Some experience with student information or data display tools (e.g. PowerSchool, Tableau, etc.).
- Detail-oriented and able to coordinate multiple projects simultaneously
- Presentation experience a plus

Knowledge, Skills and Abilities

- A mission-driven individual with a belief in and commitment to closing the achievement gap
- Some familiarity with student information systems (LAUSD's MiSIS, PowerSchool, myData)
- Experience in the education field desirable
- Demonstrated project management expertise
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan
- A flexible and adaptive individual willing to learn new systems and approaches as technology and platforms change
- Entrepreneurial - a hard worker with a high energy level who excels in an unstructured environment; and,
- Commitment to LA Promise Fund mission

Requirements

- LiveScan background check results
- TB test results

COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org