



<b>TAF Data and Student Information Analyst</b>	
<b>DEPARTMENT</b>	TAF Education Team
<b>REPORTS TO</b>	TAF Executive Director of Education
<b>SALARY</b>	Based on experience
<b>POST/CLOSE DATE</b>	OPEN
<b>CLASSIFICATION</b>	<b>Exempt/Full Time (40 Hours)</b>
<b>HOURS</b>	Monday – Thursday, 8:00am – 6:00pm, with additional hours as necessary to perform job duties
<b>LOCATION</b>	Bethaday Community Learning Space (BCLS), with off-site visits as necessary

#### SUMMARY

The TAF Data and Student Information Analyst position reports directly to TAF’s Executive Director of Education and works closely with the Education Team Program Coordinator, STEMbyTAF Instructional Coaches, the Director of TAF@Saghalie, and other TAF Education Team members. The Data and Student Information Analyst is responsible for providing accurate, timely, and accessible data, analyzing programmatic data in conjunction with stakeholders and Program Managers, and developing reports. The Data and Student Information Analyst will drive key organizational initiatives and programmatic improvement efforts including: creating critical tools and systems to enable data-driven decision making; analyzing data to provide insights leading to improved student achievement, increased teacher effectiveness, and overall programmatic performance. They will manage the collection, integrity, and dissemination of data to various internal and external stakeholders as necessary. They will also coordinate and collaborate with the TAF Development Team to prepare narratives of programmatic impact to be included in grant proposals and corporate sponsorship pitches.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

##### **Data Collection, Analysis & Utilization**

- Identify strengths and challenges across TAF Ed Team programs based on student, teacher, and general programmatic data.
- Analyze and interpret data in partnership with relevant TAF departments, partnering schools, and districts after each assessment round.
- Share findings regularly and appropriately with various stakeholders.
- Establish a coherent data and assessment system that includes identifying and selecting reliable data tools or protocols, methods, and timeline for data collection and analyses.
- Strong analytical skills with the ability to convert raw data into meaningful analyses and recommendations
- Fluency in both quantitative and qualitative analyses.
- Ability to collaborate effectively with various stakeholders, including executives, school and district leaders, and teachers.
- Lead professional development to grow team capacity for data-driven decision making.

##### **Grant Writing & Data Reporting**

- Draft and revise grant proposal content to submit for various funding opportunities.
- Support the creation of grant reports, both interim and summative. Coordinate and track reporting timelines for various grants in collaboration with the Executive Director.
- Prepare and manage data dashboards for programmatic indicators of success and develop narrative descriptions of key data.



#### QUALIFICATIONS

- Ability to represent underserved children of color for higher education and professional success.
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively.
- Ability to compile data accurately, quickly, and appropriately.
- Comfortable working in a highly autonomous environment.
- Familiarity working in diverse, multicultural, and bilingual environments.
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Drivers license.

#### EDUCATION & EXPERIENCES

- Bachelor's in education or related field. Master's degree preferred.
- Classroom experience and/or relevant experience in the field of education.
- Demonstrated data literacy and history of program evaluation strategies strongly preferred.
- Must have demonstrated effective leadership skills.
- Must be able to perform the essential functions of the job with or without reasonable accommodations.
- History of positive evaluations.
- Moderate to high proficiency and or aptitude in Microsoft Windows Operating System; MS Word; MS Excel; MS PowerPoint; MS Outlook. Familiarity with Box and Google Drive apps preferred.

#### LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 5-10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### COMPENSATION AND BENEFITS

- TAF offers competitive salaries and comprehensive benefits packages.

#### TO APPLY:

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at [www.techaccess.org/about/work-at-taf/](http://www.techaccess.org/about/work-at-taf/). No phone calls please.



**TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.**