



| Data Analyst Manager | |
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| DEPARTMENT | TAF Education Team |
| REPORTS TO | TAF Director of Education |
| SALARY | \$65,000 - \$75,000 |
| POST/CLOSE DATE | OPEN |
| CLASSIFICATION | Exempt/Full Time (40 Hours) |
| HOURS | Monday - Thursday |
| LOCATION | Bethaday Community Learning Space (BCLS) |

SUMMARY

The Data Analyst Manager will oversee the development and use of data systems. They will determine efficient ways to organize, store, and analyze data with attention to security and confidentiality. They have a strong understanding of databases, and data analysis procedures towards the goal of ensuring that information flows in timely and securely to and from the organization as well as within.

The Data Analyst Manager 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 are responsible for providing accurate, timely, and accessible data, analyzing programmatic data in conjunction with stakeholders and Program Managers, and developing reports.

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. The Data Analyst Manager can turn data into information, information into insight and insight into action items.

ESSENTIAL DUTIES & RESPONSIBILITIES

Data Collection, Analysis & Utilization

- Identify strengths and challenges across TAF Ed Team programs based on student, teacher, and general programmatic data.
- 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.
- Create and enforce policies for effective data management
- Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data
- Acquire data from primary or secondary data sources
- Build structures as needed to capture data for longitudinal studies
- Filter and clean data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Analyze and interpret data in partnership with relevant TAF departments, partnering schools, and districts after each assessment round



- Lead professional development to grow team capacity for data-driven decision making.

Data Reporting

- Generate reports, charts, tables, and presentations as appropriate for the reporting of data and outcomes to individuals, teams, internal and external stakeholders
- Able to synthesize issues and present them in a creative and non-technical manner
- Assist with reports and data extraction when needed
- Prepare and manage data dashboards for programmatic indicators of success and develop narrative descriptions of key data.

Data Systems

- Monitor, analyze and, maintain data systems and evaluate performance to discover ways of enhancing them
- Ensure digital databases and archives are protected from security breaches and data loss
- Troubleshooting data related problems and authorize maintenance or modifications

QUALIFICATIONS

- Excellent written and oral communication skills with demonstrated ability to speak and write clearly
- Familiarity working in diverse and multicultural and bilingual environments
- Strong characteristics of professionalism and leadership in education
- Commitment to professional growth and learning
- Demonstrate the highest standards of honesty, integrity, flexibility and responsiveness
- Ability to support, encourage and mentor beginning teachers in underserved schools.
- Experience related to adult learning (professional development, mentoring, teaching)
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Drivers license and reliable transportation

EDUCATION & EXPERIENCE

- Bachelors or Masters degree in education, education psychology, computer science or related field
- Classroom experience and/or relevant experience in the field of education
- Analytical and statistical experience in predominately educational and performance-based assessment (i.e.: workplace based assessment) student outcomes, program reviews and teaching/professional development evaluations.
- Strong analytical skills with the ability to convert raw data into meaningful analyses and recommendations
- Fluency in both quantitative and qualitative analyses.
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases (SQL etc), programming (XML, Javascript, or ETL frameworks)
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS)
- Familiarity with modern databases and information technologies
- Ability to collaborate effectively with various stakeholders, including executives, school and district leaders, and teachers.
- History of positive evaluations



- Moderate to high proficiency and or aptitude in Microsoft Windows Operating System; MS Word; MS Excel; MS PowerPoint; MS Outlook. cursory knowledge using Box, and Google Docs is a plus.

LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

COMPENSATION AND BENEFITS

TAF offers competitive salaries and comprehensive benefits package.

- 100% of Medical paid by Employer for staff and dependants
- 2-weeks of accumulated vacation/1-week of accumulated sick time
- 1 additional vacation week paid by the Employer in the month of July

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/. 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.