



Associate Director of Data Analysis

Start Date: Immediately

Team: Data

Location: Brooklyn, NY

About Achievement First:

Achievement First is a charter school management organization started in July 2003 by the leaders of Amistad Academy, a high performing charter school in New Haven, CT. A non-profit, 501 (c)(3) organization, Achievement First is creating a network of achievement-gap closing charter schools in Connecticut and New York to bring to scale the dramatic, life changing student achievement results produced at Amistad Academy. Achievement First currently operates 17 schools in both NY and CT. Over the next decade, Achievement First will grow to support 30 schools serving over 11,500 students. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

The Associate Director of Data Analysis is part of Team Data, which ensures that the senior leadership of Achievement First and its network of schools have the data, analysis, and reports to support Achievement First's managerial, operational, and strategic decision-making processes. Team Data accomplishes these objectives by modeling and coordinating high-quality data practices, compiling and aggregating key data, conducting rigorous analysis of the data to identify patterns and insights, and reporting these findings to the key constituencies both inside and outside of the organization. Team Data is part of the office of the Chief Information Officer and provides critical support and analysis across the entire Achievement First organization and its schools – from school operations personnel to the Superintendent and co-CEOs.

This role brings an exciting opportunity to bring top-class data analysis to both schools and leadership at Achievement First. The Associate Director of Data Analysis plays a key role in managing and implementing the analysis and reporting activities within Team Data. He/she will play a lead role in deriving and communicating accurate, robust insights from data through the application of strong technical and analytical methodologies. Sample projects include conducting analyses of student achievement based on formative assessments, coordinating the completion of the AF Report Card (a performance management tool summarizing the top indicators of a school's success), and conducting in-depth analysis of factors contributing to teacher performance.

Responsibilities of the Associate Director of Data Analysis will include, but are not limited to:

- Designing and leading project implementation for the collection, compilation, and organization of datasets from multiple data sources
- Conducting detailed analysis of student academic performance and student and staff operational statistics
- Crafting and presenting reports and supporting documentation for key data constituencies (including school principals and Achievement First senior leadership)
- Scoping out and developing data tools and dashboards in response to identified school-user needs.
- Building and maintaining databases, data repositories, and process management systems
- Supporting data usage and analysis throughout the organization
- Planning and leading technical training sessions on data process and practices

Skills and Characteristics

- Strong quantitative skills – able to performance detailed data analysis in efficient and scalable ways
- Strong technical skills a must – e.g., fluency with Microsoft Office and/or statistical software
- Superior written and oral communication skills

- Significant project management experience– able to manage multi-faceted projects with complex deliverables and meet aggressive deadlines
- Experience working with schools or in the field of education preferred
- Focus on outcomes – a self-starter and creative problem solver who looks for solutions
- A demonstrated team player
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- Undergraduate and/or graduate degrees in analytical fields (e.g. major in economics, statistics, mathematics, or other applied math field). Advanced degree preferred.
- 3-5 years of work experience in roles demanding significant quantitative analysis and skills

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Please email resume and cover letter to:

alinayang@achievementfirst.org

In your cover letter, please describe a challenging analysis project that you led from start to finish, including relevant details around your intended audience and how you influenced or managed the communication of the results.

Achievement First is an equal opportunity employer.