



A Classical Education for the Modern World

Washington Latin is a liberal arts, college preparatory school with a classical mission. We serve 700 students in grades 5-12 from across the District. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter. We strive to help our students to become thoughtful people who will contribute to the public good and continue a lifelong quest towards a fuller humanity.

Job Title: Data and Assessment Manager

Responsible to: Assistant Principal, Principal, and Head of School

Job Description: Washington Latin is looking to hire a Data and Assessment Manager for the 2018-2019 school year. The ideal candidate is someone who has a passion for discovering the stories that data, both quantitative and qualitative, can tell us, and who can drive from insight to action. The Data Manager's primary responsibility will be to help school leaders and teachers utilize data to enrich the lives of our students.

Responsibilities

- Data
 - Curate customized dashboards and reports for a variety of school audiences.
 - Serve as the system administrator of PowerSchool, ensure all student information systems are accurately maintained, and train staff in the use of the data in those systems.
 - Validate and export internal data to the DC Public Charter School Board, OSSE, and other external bodies to fulfill our compliance obligations.
 - Provide information and/or training to school staff on the use of the student information system and application of data from the system
 - Ensure that accuracy of school transcripts and facilitate graduation audit.
 - Support the scheduling of students in Middle and Upper School classes.
 - Maintain records of student suspensions, student withdrawal from school, record of reasons for student withdrawal and students' plans
 - Manage the enrollment audit in partnership with the Registrar.
- Assessment
 - Maintain an annual assessment cycle for the administration of local and national assessments, including PARCC, PSAT, SAT, and Advanced Placement Exams.
 - Disseminate key data findings from these assessments to a variety of school audiences and train staff in test administration.
- Enrollment
 - Create a plan to support all new and returning students through the enrollment process, monitor completion of enrollment documents, communicate with families and staff about the process, and facilitate the Enrollment Audit.

Knowledge, Skills, and Abilities

- Demonstrate a high level of proficiency with data systems; prior experience with PowerSchool is preferred.
- Detail orientation in quantitative work with an exceptional ability to set priorities, organize a large volume of work, and handle multiple projects and deadlines.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, families, and external stakeholders while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Strong understanding of education local and federal compliance requirements.

Qualifications

- Bachelor's Degree Required – Education or related field preferred
- Master's Degree Preferred
- Minimum two years of experience in education or related field

This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.

If you are interested, please fill out an initial application that can be found here or under the careers page of our website.