



WASHINGTON LATIN  
PUBLIC CHARTER SCHOOL

## **DIRECTOR OF DATA MANAGEMENT**

**School-Year 2021-22**

**Full-time, 12-month position**

**Start Date: Summer 2021**

### **JOB PURPOSE**

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 Director of Data Management's primary responsibility will be to support school leaders and teachers to utilize data to enrich the lives of our students. As a senior leader, this person will be involved in and help develop systems and infrastructure for both the current campus and the second campus (expected opening of Fall 2022).

Position reports to the Director of Finance and works closely with the Principal.

### **QUALIFICATIONS**

- Bachelor's Degree required; Master's Degree preferred
- Minimum of seven years of experience in project management and data analysis, with education experience preferred

### **RESPONSIBILITIES**

- Data
  - Collect, validate, and analyze school-wide cross-departmental data to inform strategic decisions and actions.
  - Provide data information in an accessible, reliable, and timely fashion for use.
  - Lead the academic data team, including direct supervision of the Data and Assessment Manager and the Registrar, and working in coordination with the Student Support Services team to ensure compliance with all state and federal reporting requirements.
    - Review the submission of data to external audiences, including the DC Public Charter School Board, OSSE, and other external bodies to fulfill our compliance obligations, including direct supervision of all submissions for school audits.
  - Support, train, and build capacity as requested for data needs of individual departments.
  - Build or strengthen multi-campus data systems for reliability and ease of use.

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- Curate customized dashboards and reports for a variety of school audiences.
- SIS Management
  - Lead on the Student Information System (SIS) portion of PowerSchool and work in coordination with the Director of IT who is the lead on the Learning Management System (LMS) of PowerSchool.
  - Work in close collaboration with the Principal and Division directors to maintain the master course schedule in PowerSchool and to populate all student classes in the Middle and Upper Schools.
- Assessment
  - Supervise the development of the 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
  - Supervise the process of student enrollment. Work with the student records team to ensure compliance with all local residency regulations and supervise the preparations for the Student Enrollment audit.

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Communicate visually, 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.
- Demonstrate a high level of proficiency with data systems and data analysis; prior experience with PowerSchool is preferred.
- Have a detail orientation in quantitative work with an exceptional ability to set priorities, project manage a large volume of work, and lead multiple projects and deadlines.
- Have a strong understanding of education local and federal compliance requirements.

## **WHO YOU ARE**

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

### **For Students**

- ✓ Support our respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Consistently support high academic and personal expectations for students both in and out of one's classroom;

### **For Colleagues and Administrators**

- ✓ Respect one's colleagues and administrators in word and deed;

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- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

#### **For Parents**

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Be willing to invest the time to develop and maintain relationships with families;

#### **For Oneself**

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

## **WHO WE ARE**

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. 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.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

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## **COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY**

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

## **APPLY NOW**

Qualified applicants should fill out an [application](#) and submit a résumé, cover letter, and list of references to [jobs@latinpcs.org](mailto:jobs@latinpcs.org). Read more about Latin's model, teaching approach, and community on our website – [www.latinpcs.org](http://www.latinpcs.org)