



WASHINGTON LATIN  
PUBLIC CHARTER SCHOOLS

*A Classical Education for the Modern World*

## Data Compliance Manager

School Year 2023-24

Full time, 12-month position

Start Date: ASAP

Location: both campuses

### JOB PURPOSE

The Data Compliance Manager plays a critical role at Washington Latin to ensure that the LEA is in compliance with all data submissions, requests, and requirements both from the Office of the State Superintendent of Education (OSSE) and from the Public Charter School Board (PCSB). The Data Compliance Manager collects, stores, and validates key data including, but not limited to, academic, attendance, discipline, enrollment, and demographic data for all students, families, and staff. This data serves as the source for how external and internal school leaders evaluate Washington Latin's success in meeting its academic and organizational goals.

Reports to the Director of Data Management.

### *Responsibilities*

- Data Reporting and Compliance
  - Keeps track of all data requests and submission deadlines from OSSE and PCSB.
  - Collects, cleans, validates, and imports key enrollment, course, and academic data into internal and external systems to ensure the accurate flow of data from Washington Latin to OSSE and PCSB.
  - Manages the LEA Student Information System (PowerSchool) to ensure all data is accurate and identifies areas where data storage and collection processes can be improved.
  - Ensures that PowerSchool is correctly synched to OSSE's data systems and resolves errors when they occur.
  - Ensures that all student and teacher demographic information is correct in PowerSchool.
  - Works closely with the academic leadership teams at both campuses to ensure that academic attendance, and discipline data is tracked accurately and stored correctly in PowerSchool.
  - Submits all data requests in a timely and accurate manner to OSSE and PCSB.
  
- Registrar Support for 2nd Street Campus
  - Oversees and implements scheduling in PowerSchool for our 2nd Street campus.
  - Supports the registrar with enrollment and re-enrollment processes at the 2nd Street campus.
  - Tracks enrollment and re-enrollment and ensures the accurate flow of enrollment data from DC's enrollment database to Latin's internal enrollment tracking system.
  - Ensures the accurate transfer of grades from Schoology to PowerSchool.
  - Supports the registrar in the production and maintenance of transcripts.
  - Supports the registrar in the creation and distribution of quarterly report cards.

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- Data Collection and Standardized Testing Support
  - Works collaboratively with the academic leadership team at 2nd Street to ensure the smooth implementation of all standardized assessments including Panorama, NWEA MAP, and PARCC.
  - Supports the Director of Data Management, Development Director, Chief of Schools and the Head of Schools with any other necessary data requests.

### ***Knowledge, Skills, and Abilities***

- Demonstrated experience and mastery working with PowerSchool as a Student Information System; including, but not limited to, scheduling, course creation, grade storage, transcript creation and maintenance, term creation, enrollment, etc.
- Demonstrated mastery of Microsoft Excel (experience running vlookups and various if statements (countifs, averageifs etc.);
- Demonstrated experience with setting up a data system infrastructure;
- Demonstrated experience with standardized testing planning, execution, and compliance;
- Demonstrate responsibility and care with the limited resources of the school;
- Detail-oriented and thorough;
- Work efficiently and effectively with large amounts of data;
- Communicate clearly and concisely, both orally and in writing;
- Persevere through challenges;
- Show a commitment to the classical mission of the school.

### ***Qualifications***

- Bachelor's Degree Required; Master's Degree Preferred
- At least four years of experience working with PowerSchool
- Demonstrated mastery with Microsoft Excel
- Demonstrated desire to grow and expand your knowledge of data systems and data analysis
- Demonstrated embodiment of the Latin Way
- Demonstrated commitment to working with teachers, students, and parents

***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.***

### **WHO WE ARE**

Washington Latin PCS is a small network of liberal arts, college preparatory schools with a classical mission serving over 1,000 students in grades 5-12 from across the District of Columbia on two campuses. 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.

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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.

[Read more](#) about Latin’s model, teaching approach, and community on our website.

## WHO YOU ARE

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

### For Students

- ✓ Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Establish and consistently administer high academic and personal expectations for students both in and out of one’s classroom;

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### **For Colleagues and Administrators**

- ✓ Are respectful of one's colleagues and administrators in word and deed;
- ✓ 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;
- ✓ Are willing to invest the time to develop and maintain relationships with families;

### **For Oneself**

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant educational 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.

## **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!**

Interested in joining our faculty or learning more about our schools?  
Please complete an initial [application](#). Questions? [jobs@latinpcs.org](mailto:jobs@latinpcs.org)