



K-8 Data Specialist and Middle School Operations Supervisor at Small Progressive Charter School 2019 - 2020

Community Roots is hiring:

A K-8 Data Specialist and Middle School Operations Supervisor who will be responsible for building and managing high quality data systems, data analysis and reporting of data that will drive strategic decision making processes, including but not limited to instructional improvement, across grades k-8. In addition, the Data Specialist and MS Operations Supervisor will oversee the non-instructional functions of our middle school site. This position will report to the k-8 Co-Directors and supervise the middle school Operations Coordinator and Operations/High School Guidance Coordinator.

Compensation:

- Salary scale based on years of experience and level of education
- 403b with employer match
- Single and family dental, vision, and health care

Candidate Requirements:

- A minimum of a bachelor's degree; master's degree is preferable
- Strong organizational skills
- Working knowledge of educational best practices as applied to data extraction, manipulation, analysis and reporting
- Strong knowledge of advanced Excel spreadsheet functions
- Be able to perform applied statistical research, analyze data and create reports (distributions, statistical testing, regression, etc.)
- Experience with ad-hoc data visualization and communication for different types of stakeholders, including but not limited to school leaders, educators, parents, funders, etc.
- Read and understand Federal, State, and local regulations
- Plan and prioritize workload requirements including scheduling and organizing multiple tasks
- Effectively communicate technical concepts to non-technical audiences
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships

Community Roots seeks individuals who:

- Believe in and are capable of high levels of collaboration and communication
- Believe that communicating and building relationships with children's families is essential
- See themselves as active learners committed to ongoing professional development
- Believe that all children have the right to an exceptional education
- Understand that children learn in different ways
- Are committed to ensuring that every child will succeed
- Are capable of building a safe, nurturing, supportive and high achieving school culture
- Believe that a combination of creativity and research generates engaging curriculum
- Believe that working and educating children in a diverse environment is essential

K-8 Data Specialist responsibilities will include:

- Disaggregate diagnostic, interim, state test data, and grade-data and present to leadership
- Develop and maintain data tracking systems and assessment calendars
- Lead data meetings with leadership
- Understand NYCDOE and NYSED accountability systems, and collaborate with the Director of Operations to make intervention recommendations to ensure school success on all accountability measures
- Collaborate with the Director of Operations to put together the accompanying data to ensure we are in "Good



Standing" with NYCDOE and NYSED requirements

- Assist the Director of Operations with the submission of data to the NYCDOE
- Create data reports for faculty, administration, parents and the Board of Trustees
- Understand and manage data through online systems (e.g. TeachBoost, NYSED Data Reporting)
- Support Leadership to develop staff in data analysis and data driven planning
- Maintain academic data dashboards that track student performance and growth
- Support school leaders with data analysis for their goals

MS Operations Supervisor responsibilities will include:

- Supervising MS Operations Team
- Facilitating bi-weekly operations team meetings to ensure progress is being made on operations projects and initiatives
- Ensuring that main office culture and communication adheres to CRCS professional expectations
- Supporting all families, students and teachers as needed and requested
- Perform general main office duties such as answering phones, photo copying, faxing, emailing and scanning
- Supervising morning arrival/afternoon dismissal of students and the cafeteria during breakfast/lunch/recess
- Monitoring spending and supporting any finance related needs for the middle school
- Managing procurement for the middle school including approving supply/materials orders and maintaining inventory records
- Overseeing training on personnel handbook & compliance with operations related policies
- Supervising all middle school technology needs/issues including laptop, chromebook and SmartBoard management
- Managing all public calendars and communication around school-wide events
- Coordinating the ordering, distribution, collection and delivery of New York State Assessment tests annually
- Collaborating with Director of Special Education on NYS and School Wide Testing logistics and materials management
- Submitting various reports to New York City Department of Education and New York State Education Departments to insure annual deadlines are met
- Developing and overseeing effective community communication practices including, but not limited to:
 - o Weekly staff emails with key deadlines and reminders
 - o Ensure clear communication with faculty about upcoming deadlines and operations expectations
- Overseeing all programming for special events:
 - o Collaborating with school leaders on logistics for all family-teacher and student-led conferences including invitations, permits, technology, copies, grade reports and scheduling
 - o Collaborating with grade teams to coordinate logistics for celebrations of learning, including permits, technology, programs, refreshments, staffing and child care
 - o Collaborating with school leaders/grade teams on logistics for overnight trips, including reservations, transportation, payment, permission slip distribution and collection, information sessions, chaperones and coverages
- Collaborate with school leaders to coordinate logistics for Intensives, including supplies, budgets, permission slip distribution and collection

About Community Roots:

Community Roots Charter School is a rigorous learning community where learning is embedded in meaningful real world context, where children are deliberately taught to see the connections between school and the world. CRCS students will meet or exceed the Common Core standards and be prepared to excel in the 21st century by being taught to be independent thinkers and to work productively within a diverse group of learners. At CRCS students will learn to combine curiosity with appropriate application, which will lead to deep understanding and the confidence to take on challenges to become who they want to be.

Please visit our website for more information about our school: www.communityroots.org.



How to apply: Please apply online at www.communityroots.org/jobs.