



BOSTON COLLEGIATE CHARTER SCHOOL 2019-2020 Data Analytics & Compliance Manager Opening

BCCS was founded in 1998 with a simple yet ambitious mission: to prepare each student for college. We have grown from 120 students in grades 5 through 7 to 700 students in grades 5 through 12.

- 100% of BCCS's graduating classes have been accepted to college. The majority of our students will be the first in their families to earn college degrees.
- In 2018, 95% of BCCS students scored Advanced or Proficient on the 10th grade ELA MCAS exam, compared with the Massachusetts state average of 90%; 92% of BCCS students scored Advanced or Proficient on the 10th grade Math MCAS, compared with the Massachusetts state average of 78%. Additionally, 94% of BCCS students scored Advanced or Proficient on the 9th grade Physics MCAS exam.
- The school accepts students by random public lottery from a waiting list of over 2,000 students.

Current Openings:

We are looking for a smart, problem-solving, self-reflective, and passionate **DATA ANALYTICS & COMPLIANCE MANAGER** who wants to be part of a dynamic team to help continue to BUILD a school and to SHAPE its future direction. Our staff members:

- believe we must all do whatever it takes to ensure all students are not only accepted to college but graduate successfully from college;
- believe in measuring student academic achievement in tangible ways;
- believe that data should drive instruction and that curriculum should be based on clear and rigorous standards;
- believe in reflecting on their performance with the desire and humility to grow in and improve upon their craft in the interest of student achievement;
- believe in having the highest expectations for all students and not making excuses for them, the school, or staff;
- believe that students, families, teachers, and school leaders should be held strictly accountable for their work;
- believe in building a positive school culture where respect, enthusiasm, effort, achievement, perseverance, community, and hard work are valued; and
- believe that for every problem, there is a solution, and that if we can't find the answer immediately, we simply work longer, harder, and smarter.

Role Description:

The Data and Compliance Manager will be charged with the following:

- Supporting the instructional team with designing and implementing tools for managing performance;
- Supporting the instructional team and the teaching staff with creating reporting tools for interim assessments and managing these weekly as needed;
- Supporting the Deans with tracking absences and keeping a pulse on issues such as chronic absenteeism, sharing the attendance tracker with the leadership team on a weekly basis;
- Managing our student information systems and our data warehouses to maintain data quality;
- Managing the back-end of the annual lottery for enrollment and ensuring accuracy of the enrollment list and waitlist;
- Liaise with vendors for multiple information systems to ensure consistent high-quality data;
- Supporting efforts to ensure that BCCS is diverse, equitable, and inclusive through ongoing analytical work, including coordinating the Civil Rights data submission;
- Creating tools for high-quality reporting to the BCCS Board of Trustees and maintaining these, such as the Board Dashboard;



- Preparing other reports for the Board, the state, and external stakeholders;
- Supporting other functions (Operations, Hiring, Enrollment, Alumni, Development) as needed with their information systems and their data and analytical needs;
- Completing reports for state compliance as needed, such as the Annual Report, SIMS, EPIMS and the SDR as well as others;
- Liaising between BCCS and the state on matters of Compliance as needed;
- Managing the "Superintendent's Checklist" to ensure that all members of the BCCS community are fulfilling their public obligations;
- Leading analyses and interpreting data to test hypotheses and understand academic and behavioral drivers;
- Leading survey design and administration, including student, faculty, family, and alumni surveys, and leading implementation and subsequent analyses in partnership with the Boston Charter Alliance;
- Pioneering new systems and processes to ensure maximum efficiency and benefit from student information systems; and
- Other such duties as the Executive Director may from time to time request commensurate with the Employee's position.

Candidates should be able to demonstrate mastery of subject knowledge, a proven ability to manage a classroom, the desire and ability to work up to the standards of a high-performing team, and an entrepreneurial spirit and approach to teaching and school reform. Ideally, candidates will have prior experience in an urban school.

To apply, please visit <https://www.bostoncollegiate.org/careers/> or apply directly at <https://forms.gle/emDwj8jHdZWyd8Db6>. No telephone or email inquiries, please.

More information about Boston Collegiate Charter School may be found at www.bostoncollegiate.org.

Boston Collegiate is an equal opportunity employer.

Accordingly, we make employment decisions without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, veteran status, genetic information, or disability.

Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.