



Data Analyst Position Description

Mission: Communities In Schools of Richmond (CIS) surrounds students with a community of support, empowering them to stay in school and achieve in life.

We believe that when basic needs are met, students can concentrate on what's important – learning. The work has evolved over a forty-year process and is validated by longitudinal research that supports the model as an evidence-based practice that both lowers drop-out rates and improves graduation rates.

Job Brief: The successful candidate will turn data into information, information into insight and insight into resource allocation that will support the academic success of K-12 students. The CIS Data Analyst works in partnership with the CIS Site Coordinators, CIS Management Team and the Richmond Public Schools (RPS) Academic Program and Support Data Team to track the progress of CIS case-managed students. The position supports collaboration with RPS to ensure that CIS is engaging the right kids, at the right time, with the right set of interventions. Analysis will inform CIS caseloads and School Support Teams as we work collectively to match students with the most impactful school support systems. Reports to the VP of Operations.

Data Analyst responsibilities:

- Interpreting data, analyzing results using statistical techniques
- Development of dashboards weekly analysis of student data
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality
- Acquiring data from primary or secondary data sources and maintaining databases
- Identify, analyze, and interpret trends or patterns in complex data sets
- Work with management to prioritize business and information needs

Requirements: Proven work experience as a Data Analyst with technical expertise regarding data models, dashboard design development, data mining and segmentation techniques. Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel). Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy. Adept at queries, report writing and presenting findings. Knowledge of Tableau, Aspen and Google Classroom a plus. BS in Mathematics, Economics, Computer Science, Information Management or Statistics. Experience in education or public policy a plus.

Candidates selected for interview will be asked to complete each of the following tasks:

1. Structure a Dashboard from a set of student data provided by CIS
2. Create a data story about the school trend and one student using the Dashboard analytics