Title: Data Analyst (Shelby County Schools and Seeding Success)

Position Summary:

Seeding Success seeks qualified candidates for the position of Data Analyst. This position supports the Seeding Success data sharing infrastructure with Shelby County Schools (SCS), the continuous improvement work of the Partnership and collaborative strategies, aligned with the organization's mission to improve outcomes for every child in Shelby County. This role is strategic and blends technical savvy with a big-picture vision, analytical know-how and the drive to make that vision a reality. The Data Analyst supports Seeding Success and Shelby County Schools collaborative efforts through maintaining a common data standard and data sharing that bolsters systemic alignment of K-12 efforts.

Essential Duties:

- Develops and manages standard documentation for technical data definitions, practices, and business rules
- Collaborates with database engineer(s) to produce documentation such as data dictionaries and process maps for Shelby County Schools' Educational Data Store (EDS) warehouse to support data analysis processes and reporting
- Works with partners to develop and execute strategies for linking key outcomes and indicators to the existing data infrastructure
- Creates and disseminates data visualizations and actionable reports from data inputs to audiences of varying levels
- Leverages exceptional data analysis, quality control, and organizational skills to ensure performance management related reports and analyses are accurate and complete
- Conducts quality control and testing processes for reports and dashboards in development
- Collaborates with internal and external partners on special data requests and data structures/reporting efforts
- Monitors performance and quality control plans and makes recommendations for improvements

Knowledge, Skills and Abilities:

- Strong analytical and problem-solving skills, with the ability to swiftly and accurately understand complex data and perform analysis using a variety of platforms such as Excel, Power BI/Power Query, Tableau, SPSS or SAS
- Ability to draw insight from analysis output & support others on data uses/applications in a way that is responsive to different roles and user needs
- Skill in facilitating action- and outcome-oriented collaboration sessions with a variety of stakeholder groups

- Ability to tackle operational challenges in a complex, changing political and educational environment
- Team player orientation with the ability to collaborate with others on challenging, time-sensitive projects
- Strong written and verbal communication skills with an ability to create and deliver high-quality presentations to a variety of stakeholder
- Well-organized and detail-oriented with ability to manage daily administrative tasks without losing sight of long-term goals and planning
- Ability to learn quickly and independently about educational terminology and data resources
- Knowledge of data systems common to education settings (such as student information management systems, student assessments, etc)
- Strong familiarity with data warehousing, data mining and data mapping
- Demonstrated commitment to fostering principles of diversity, equity and inclusion
- Ability to use sound judgement and discretion in handling confidential and sensitive information

Qualifications:

- Bachelor's degree in a related field such as public administration, statistics, computer science, mathematics, business administration with an analytical focus and/or equivalent education and experience
- At least two years experience as a data analyst or related position
- Experience developing analysis and handling large data sets and experience developing materials which explain the analysis, and are easy to understand.

Compensation and Benefits:

The salary range is $45,000-55,000 per annum as well as employee benefits including health, vision and dental. Paid Time Off is 20 days per annum.

Please send a cover letter and resume to data@seeding-success.org with the subject line **Data Analyst (SCS/S2) - Your Name.**